Government of Canada
Gouvernement du Canada

Privacy Act

Personal Information

Index 1988

Canada

Personal Information

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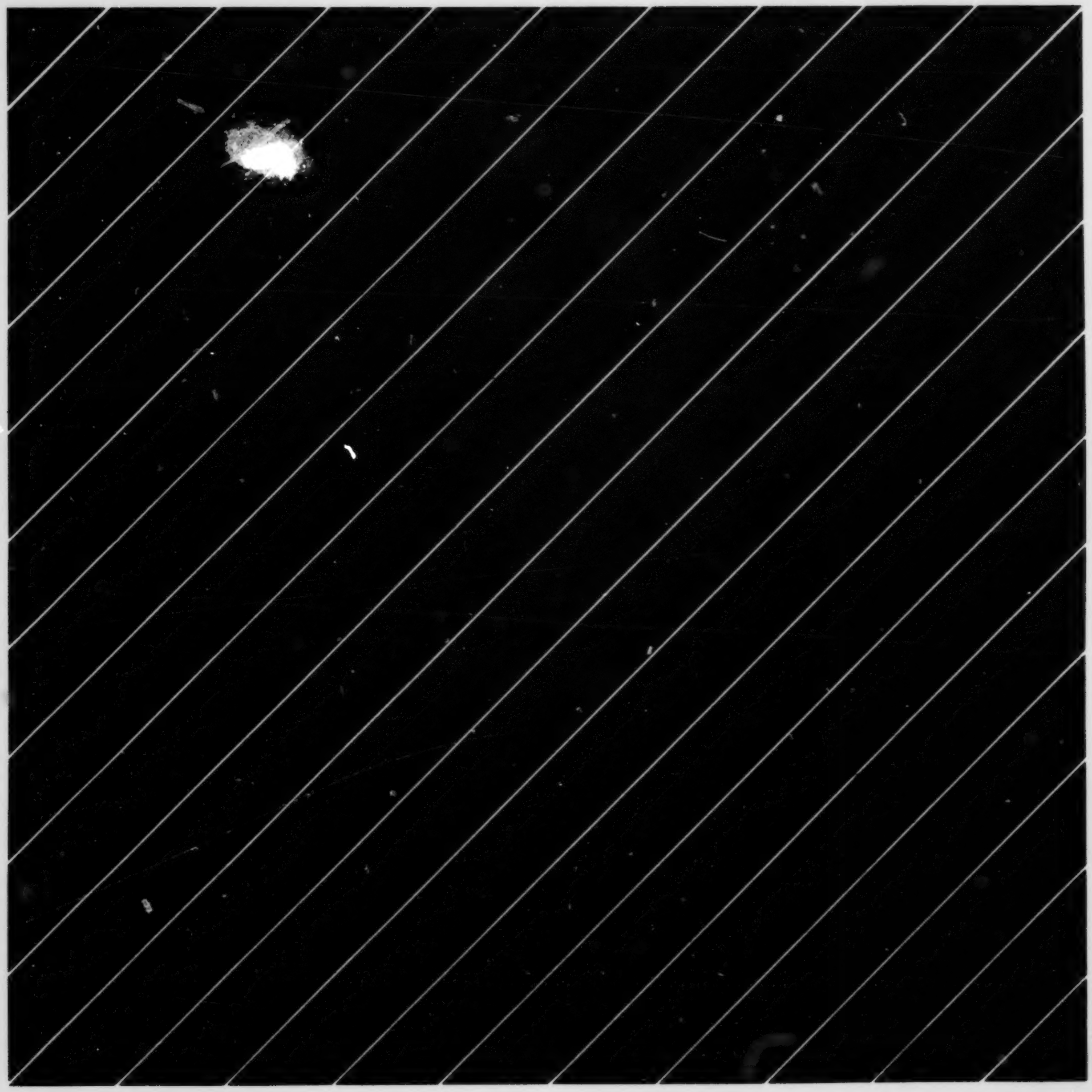

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Introduction

The Privacy Act

The *Privacy Act*, proclaimed in July of 1983, provides individuals with the right to examine or receive copies of their personal information held by the government, and protects the privacy of individuals by prescribing the manner in which the government may collect, use, disclose, retain and dispose of such personal information. Individuals may request correction of their personal information when they perceive errors or omissions, and may have notations attached to the information where such corrections are refused.

The *Privacy Act* applies to all personal information as it is defined in the Act, whatever it is used for and however it is kept. It includes, for example, information on complaints or enquiries received about different government programs; information on law enforcement cases or about transactions under social benefit programs; statistical or computerized data concerning individuals; and files on current and former government employees.

The federal government collects information from and about individuals on a wide variety of subjects in order to carry out its programs and activities. While much of this is available for review, some personal information cannot be released to the public under the *Privacy Act*. Such exemptions include information which is injurious to defence, international relations and law enforcement, and material which might affect the safety of another individual.

Generally, information about a person cannot be disclosed to any other party without that person's consent. There are some exceptions, however, which are listed at the end of this introduction.

The Index of Personal Information

The Index of Personal Information, hereafter referred to as the Index, is published annually by the federal government as required under the *Privacy Act*. The Index provides a current description of personal information held by those federal government institutions (departments, agencies and Crown corporations) which are subject to the Act. It describes all personal information collected through government programs.

Organization of the Index

The Index is organized into five major sections, each of which is briefly described below.

I Introduction

These introductory pages are designed to provide users with background information concerning the *Privacy Act* and to refer them to additional sources of help.

II Federal Employee Information Banks — Standard Descriptions

This section contains descriptions of standard information held about government employees, along with procedures on how to gain access to this information.

III Subject Index

The Subject Index may be found in the bright yellow pages near the beginning of the Index.

Beside each key word in the Subject Index is a number — a Personal Information Bank (PIB) number. This identifier helps you locate the PIBs which relate to each key word in the Subject Index. At the end of the Subject Index is a list of the unique institutional identifiers for all institutions included in the Index.

IV Personal Information Banks — by Institution

There is one chapter for each government institution that is subject to the *Privacy Act*. The chapters are organized alphabetically. Each contains the following information:

- background information on the institution;
- access procedures indicating where formal requests for information should be sent;
- a listing and description of the personal information held by the institution, including the purposes for which the information was collected or compiled, the uses made of it, whether it is disclosed to other institutions and the length of time it is retained by the government;

- an indication as to whether the bank relates to the general public or to federal employees.

A PIB may be deleted when its retention period has expired or if its content has been incorporated into other PIBs. If a PIB has been deleted from a particular chapter, a list of Deleted Personal Information Banks will appear at the end of the chapter.

V Cross-Reference Index of New and Former PIB Identifiers

At the end of the Index is a cross-reference index that links the current PIB identifiers with those used in 1987. Only those identifiers that have changed since 1987 appear in the cross-reference index.

Using the Index

Important Terms

Chapter

Each institution subject to the Act has its own chapter in the Index. The names of institutions are listed in Section IV, along with their corresponding chapter numbers.

Class of Personal Information

The term "class of personal information" is used to describe personal information which is not organized by name or other identifier, or used for any administrative purpose. Such information might include unsolicited opinions, complaints or items of correspondence which are found throughout the general subject files.

Personal Information Bank (PIB)

The *Privacy Act* requires that all personal information be included in personal information banks (PIBs) where such information:

(a) has been used, is being used or is available for use for an administrative purpose; or

(b) is organized or intended to be retrieved by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.

To ensure that the government accounts for all personal information, the Act requires that any personal information which does not meet the above criteria be identified by the institution concerned as a class of personal information.

Each PIB is identified by a title and a numeric identifier.

Personal Information Banks — General Public

These PIBs contain personal information about members of the general public.

Personal Information Banks — Federal Employees

These PIBs contain information about current and former employees of the federal government, including regular and reserve members of the Canadian Forces, the Royal Canadian Mounted Police (RCMP) and incumbents of Governor in Council positions.

The three types of federal employee PIBs are:

- Standard Banks — those containing standard information which all federal institutions maintain on their employees. These banks are identified by the letters SE and a number in the 900s.
- Central Banks — those containing information about employees in all or several institutions. Central Banks are identified by the letters CE and a number in the 700s.
- Particular Banks — those containing information on employees of an institution over and above that maintained in Standard Banks. Particular banks are identified by the letters PE and a number in the 800s.

Privacy Co-ordinator

A person in each federal institution covered by the *Privacy Act* has been designated as the Privacy Co-ordinator for that institution. Requests for information under the *Privacy Act* must be made to the Privacy Co-ordinator of the appropriate institution. This person is also available to answer questions concerning your application or the information you want to see. The address and telephone number of each Privacy Co-ordinator is located under the heading, **Access Procedures,** in each chapter of the Index.

Getting the Most Out of the Index: A Step-by-Step Approach

The following is intended to help anyone who is unfamiliar with the Index to learn to use it quickly and effectively. It may also be useful as a "refresher" for anyone who uses the Index only occasionally.

1. Prepare Yourself

If you think the information you need is likely to be available informally, you may wish to consult the institution's Privacy Co-ordinator prior to making a formal request under the *Privacy Act*. The Co-ordinator can also assist you if you require help in using the Index.

Once you decide to make a formal request, you will need a Personal Information Request Form, located in the yellow display box with this Index.

2. Identify the Appropriate Federal Government Institution

If you already know which institution holds the information you wish to see, proceed to Step 3.

If you do not know which institution holds the information, you should use the Subject Index. The Subject Index contains key words which relate to a wide range of subject matters found in the various personal information banks held by government institutions. It is easily recognized by its bright yellow pages.

The Example

. . . when you look up "Census" in the Subject Index you will see that there are three key words related to it. Beside each key word is a Personal Information Bank number (PIB number) which will lead you to the description of that PIB.

3. Note the Relevant PIB Number(s)

In the Subject Index, a PIB number is written beside each word. If you plan to look up more than one key word and related PIB, it is worth jotting down the PIB numbers before you begin turning the pages.

4. Locate the Appropriate Chapter

As noted earlier, the first three letters of the PIB number identify which federal institution holds the information. If you cannot tell from this three-letter identifier which institution it is, refer to the Listing of Unique Institutional Identifiers, located at the end of the Subject Index. This listing will tell you the name of the institution. At the beginning of Section IV, **Personal Information Banks by Institution,** a chapter number is listed beside each institution's proper name.

5. Find and Examine the Personal Information Bank Description

Once you have identified the appropriate chapter, turn to it to locate descriptions of the Personal Information Banks held by that institution. Each chapter has its own internal page-numbering system.

6. Complete the Personal Information Request Form

Personal Information Request Forms are located with this Index in the yellow display box. Follow the instructions on the form when making a formal request for access to personal information. If you are or have been a federal employee and wish to consult your records, you may contact the headquarters of the institution for which you worked, or one of its personnel agents in your region. However, if you want to request information under the Act, you must fill out a Personal Information Request Form.

7. Send Your Request to the Appropriate Privacy Co-ordinator

There is no charge for any request for access to personal information under the *Privacy Act*. Any special requirements for requesting access to specific information banks are included in the description of the information bank. Any access requirements specific to the institution are described under the heading "Access Procedures" at the beginning of the chapter, along with the Privacy Co-ordinator's mailing address.

Once You Have Made a Request

You should be contacted within 30 days after your request has been received by the Privacy Co-ordinator.

If You Believe that the Information is Incorrect

If you receive information in response to your request which you believe contains errors or omissions, you may request that it be corrected. Should the institution refuse your correction, they must make a notation on the information outlining the nature of the correction which was refused. The institution is also required to notify anyone who has used the information during the preceding two years that a correction has been made, or that a correction was requested but not made.

Complaint Procedure

If you believe that the institution took too long to process your request, that you were improperly denied access to your information, that a government institution is improperly collecting, using, disclosing or disposing of personal information, or if the information which you requested was not provided in the official language of your choice, you may complain in writing to:

The Office of the Privacy Commissioner
Place de Ville, Tower B
3rd Floor, 112 Kent Street
Ottawa, Ontario
K1A 1H3

The Privacy Commissioner will investigate your complaint and report his findings to you and to the relevant institution. If you are still not satisfied, you may take your case to the Federal Court of Canada within 45 days after you have received the Commissioner's findings.

Government of Canada Gouvernement du Canada

Privacy Act

Personal Information Request Form

For official use only

Individuals are required to use this form to request access to personal information about themselves under the Privacy Act.

STEP 1: *Decide whether or not you wish to submit a request under the Privacy Act.* You may decide to request the information informally, without using the procedures required by the Act, through the local office of the appropriate government institution or through the Privacy Co-ordinator listed in the Index of Personal Information. Copies of the Index are available in public libraries, post offices in rural areas and government information offices.

STEP 2: *Consult the Index of Personal Information.* If you have decided to exercise your rights of access under the Privacy Act, review the descriptions of personal information for institutions which are most likely to have the information you are seeking. Decide on the personal information bank or class of personal information likely to contain the information.

STEP 3: *Complete this personal information request form.* Indicate the personal information bank or class of personal information to which you are requesting access, and include any additional information indicated in the bank description to locate the information you are seeking, or to verify your own identity. Indicate whether you wish to receive copies of the information, examine the original in a government office, or if you are requesting other arrangements for access. There is no application fee for making a request under the Privacy Act.

STEP 4: *Send the request to the person identified in the Index* as the appropriate officer responsible for the particular personal information bank or class.

STEP 5: *Review the information you received in response to your request.* Decide if you wish to make further requests under the Privacy Act. You may wish to exercise your rights to request corrections or to require that notations be attached to the information when corrections are not made. You may also decide to complain to the Privacy Commissioner when you believe that you have been denied any of your rights under the Act.

Federal Government Institution
Statistics Canada

Registration Number and Personal Information Bank or Class of Personal Information
STC/P-PU-005 Census of Population - Microfilmed Records

I wish to examine the information ☒ As it is ☐ All in English ☐ All in French

Provide other details specified in the Index to aid in locating particular information or to verify identity of applicant. (Present or former members of the Canadian Armed Forces requesting military records must provide additional information as specified in the D.N.D. section of the Index.)

I would like to see all the information that was collected from me in the 1981 census. At the time the census was taken, I lived at 140 St. Charles Blvd., apt. 3, . . .

Method of access preferred
☒ Receive copies of the original ☐ Examine original in government office ☐ Other method (please specify)

Identification of applicant

Name (or previous name)

Street address, apartment

City or town

Province, territory, or other

Postal Code

Telephone number(s)

If this request follows a previous enquiry, quote reference number ►

I have a right of access to personal information about myself under the Privacy Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 12(3) of the Privacy Act.

Signature

Date

Canada

Français au verso

II. FEDERAL EMPLOYEE INFORMATION BANKS

Federal Employee Information Banks

Introduction

The provisions for the protection of personal information in the *Privacy Act* apply to all personal information under the control of the federal government, including personal information about government employees, regular and reserve members of the armed forces, RCMP members and incumbents of Governor in Council positions.

Purpose

The purpose of this section is to provide descriptions of personal information banks relating to current and former employees of federal government institutions where the information pertains to their status as employees, along with procedures for access to these employee information banks. The standard descriptions are provided in order to ensure that the *Privacy Act* is applied in a consistent manner to employee information held by all government institutions. The banks listed in this section encompass information on all storage media relevant to the purposes for which they have been established.

Description

Employee information banks are described under the following headings as applicable for each government institution:

(a) *Standard Banks*, consisting of standard information which all government institutions may maintain on their own employees. It should be noted that some government institutions do not maintain for each employee all the records described in the Standard Banks and that the description of the Standard Banks does not in every case reflect the physical organization of the records maintained by federal government institutions.

While government institutions may declare additional employee information banks — where, for example, an institution is not subject to the *Public Service Employment Act* or the *Public Service Staff Relations Act*, — institutions are required to conform to all of the standards indicated in the 21 Standard Banks unless specifically exempted from doing so by the Treasury Board (see Standard Bank Descriptions following.)

(b) *Central Banks*, consisting of centralized information on employees in all or several government institutions, maintained by the Privy Council Office, the National Archives of Canada, the Public Service Commission, the Royal Canadian Mounted Police, Treasury Board and the Departments of Consumer and Corporate Affairs, External Affairs, Health and Welfare, Labour, Public Works and Supply and Services.

(c) *Particular Banks*, consisting of information over and above that in the Standard Banks, which some government institutions maintain on their own employees.

In the case of Standard and Central Banks, the social insurance number (SIN) is specifically identified when it comprises part of the personal information in the bank. This is intended to more clearly indicate the purposes for which the SIN is collected and the main use and consistent uses to which the number may be put.

Access Procedures

(a) **Informal Procedures**

The informal procedures, in existence prior to the proclamation of the *Privacy Act*, are maintained to make employee information available to current employees of federal government institutions. Current employees, including employees who have transferred from one federal government institution to another, should seek access to their records by contacting the personnel officers of their current employing institution at headquarters, or in the regions, as appropriate. For access to employee records maintained in Central Banks, current employees should contact the personnel officer of the institution which presently employs them. Current employees are encouraged to provide reasonable identifying information about themselves and the records requested, to assist in prompt and efficient retrieval of their records.

(b) **Formal Procedures**

The *Privacy Act* extends the right of government employee to obtain access to information about themselves in their capacity as employees. To exercise their rights under the Act, government employees should complete a Personal Information Request Form and forward it to the Privacy Co-ordinator, or to other specifically designated officers in their institution. Former employees should in all cases contact the National Personnel Records Centre, National Archives of Canada, Tunney's Pasture, Ottawa, Canada K1A 0N3.

Two-Year Rule

Sub-section 4(1) of the Privacy Regulations requires that personal information, including employee information, be retained by an institution for at least two years following the last time the personal information was used for an administrative purpose, unless the individual concerned consents to its earlier disposal. The only exception to this rule is where an Act of Parliament or a Regulation specifically stipulates a shorter retention period. The reason for the two-year rule is to provide individuals with sufficient time to obtain access to personal information which the federal government may have collected or compiled about them for administrative purposes.

Standard Bank Descriptions

P-SE-901

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries;

superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Employees of the institution.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Employees of the institution.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on "Disclosure of Information Following a Selection Action" to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Employees of the institution.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed.

P-SE-904

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.)
Class of Individuals: Employees of the institution.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.
Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act.*
Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.

P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

P-SE-907

Occupational Safety and Health

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank P-SE-908.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program.

Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by Labour Canada and Health and Welfare Canada are retained for the periods specified in the relevant bank descriptions.

P-SE-908

Vehicle, Ship, Boat and Aircraft Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank P-SE-907.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

Consistent Uses: To determine liability for such accidents and to approve damage settlements.

Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed.

P-SE-909

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank.

Class of Individuals: Individuals working or applying for work with the federal government by way of appointment, assignment or contract.

Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with the federal government by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank.

Consistent: To support decisions on transfers, promotions, discipline, and termination of employment.

Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

P-SE-910

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed.

P-SE-911

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where the employee was found guilty of misconduct and three years for cases where the employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

P-SE-912

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: Ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

P-SE-913

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

P-SE-914

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: To issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

P-SE-915

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

Class of Individuals: Employees of government institutions.

Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant.

Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

P-SE-916

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

Consistent Uses: To support decisions regarding employee assistance measures.

Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

P-SE-917

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatory.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: To issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards.

P-SE-918

Affirmative Action Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are a native person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Employees of the institution.

Purpose: This bank provides documentation for the implementation of the affirmative action policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for institutional purposes in the government's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to affirmative action.

Retention and Disposal Standards: The disposal criteria for this bank are to be established.

P-SE-919

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

Consistent Uses: To support decisions on transfer and discipline of employees.

Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity in relation to an individual case.

P-SE-920

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practiced suggestions for improvement of public service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award.

Class of Individuals: Public servants who have been nominated for awards under the federal government's Incentive Awards Plan.

Purpose: To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.

Retention and Disposal Standards: Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 25 years then destroyed.

P-SE-921

Reliability Checks

Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment or contract in accordance with the Security Policy of the Government of Canada. The bank includes verification data of educational and professional qualifications, employment, criminal records and, where required, credit data, as well as other personal information.

Class of Individuals: Individuals working or applying for work with the federal government by way of appointment, assignment or contract.

Purpose: To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly.

Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment.

Retention and Disposal Standards: The information in this bank is destroyed two years after an employee leaves the institution for which the check was done.

III. SUBJECT INDEX

A

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Key Words	PIB No.
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B

Key Words	PIB No.
Bankruptcy	
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estate control files	CCA/P-PU-045
financial institutions/payment to depositors	CDI/P-PU-005
proceedings	CCA/P-PU-030
referral of applicants to trustees	CCA/P-PU-050
trustees	CCA/P-PU-040
Banks	
post office savings account information	CPC/P-PU-055
unclaimed balances	BOC/P-PU-020
Bargaining units, public service	
exclusion from	SRB/P-CE-702
Benevolent funds	
veterans	VAC/P-PU-005
Betting, pari-mutuel	
permit applications	DOA/P-PU-125
Birds	
conservation	DOE/P-PU-005
Births	
and still births, statistics	STC/P-PU-035
defects	NHW/P-PU-075
Bond depositors for visitors to Canada	EIC/P-PU-285
Bonds	
bond-holder inquiries	BOC/P-PU-015
estate files	BOC/P-PU-015
register of purchasers	BOC/P-PU-005
registers of interest paid	BOC/P-PU-010
Books	
Public Lending Right Commission files	CAC/P-PU-150
Bora Laskin National Fellowship	
human rights research/applicants	SHR/P-PU-010
Bovine tuberculosis	
livestock test reports	DOA/P-PU-030
Breeders, livestock	
animal performance inventory	DOA/P-PU-150

Key Words	PIB No.
Broadcasting (see also Telecommunications)	
complaints and representations	CRT/P-PU-005
contracts with CRTC	CRT/P-PU-050
CRTC travel costs	CRT/P-PU-055
interventions concerning applications to broadcast	CRT/P-PU-040
licence applicants	CRT/P-PU-035
owners financial information	CRT/P-PU-015
owners of broadcasting undertakings	CRT/P-PU-010
programming	CRT/P-PU-020
prosecutions and investigations	CRT/P-PU-045
research grants	CRT/P-PU-030
Brucellosis	
livestock test reports	DOA/P-PU-040
Buildings	
federal/ratings by occupants	PWC/P-PU-045
Bureau of Management Consultants	
consultants registered with	DSS/P-PU-025
Bureau of Pensions Advocates	
veterans legal service records	VAC/P-PU-090
Burial and trust fund benefits	
veterans	VAC/P-PU-005
Business and small business	
CASE counsellors	BDB/P-PU-005
corporation directors	CCA/P-PU-093
employment equity survey	BDB/P-PE-801
government executive exchange	PSC/P-CE-757 PSC/P-PU-067
loans in the Yukon Territory	INA/P-PU-140
representatives survey on CCA programs	CCA/P-PU-130

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Key Words	PIB No.
Cadets	
personal file	DND/P-PE-839
Canada Agricultural Products Standards Act	
dairy products	DOA/P-PU-085
fresh fruits and vegetables	DOA/P-PU-090
poultry processing	DOA/P-PU-080
processed food	DOA/P-PU-095
Canada Awards for Excellence	
young Canadians category	RIE/P-PU-070
Canada Centre for Surveying	EMR/P-PU-010
Canada Community Development Projects (CCDP)	EIC/P-PU-075
Canada Community Services Projects (CCSP)	EIC/P-PU-070
Canada Employment Centre	
employment registration files	EIC/P-PU-005
requests from employers	EIC/P-PU-020
services to employers	EIC/P-PU-025
Canada Grain Act	
crop transportation	DOA/P-PU-205
licensing dealers and elevators	DOA/P-PU-210
record of unofficial samples	DOA/P-PU-215
Canada Health Survey, 1978 and 1979	STC/P-PU-075
Canada Home Renovation Plan (CHRP)	CMH/P-PU-035
Canada Labour Code	
complaint files	CLR/P-PU-005
complaints/public service	SRB/P-CE-709
employee complaints	LAB/P-PU-005
Canada Lands Surveyors	
examinations	EMR/P-PU-010

Key Words	PIB No.
Canada Oil Substitution Program (COSP)	
grants	EMR/P-PU-025
Canada Pension Plan	
appeals	PAB/P-PU-005
benefit calculations	NHW/P-PU-155
benefit cheque history	NHW/P-PU-160
benefits, application information	NHW/P-PU-175
benefits payment, domestic and foreign	NHW/P-PU-170
contribution appeals	RCT/P-PU-075
contributions/history	NHW/P-PU-140
deduction reporting records	RCT/P-PU-125
disability applications	NHW/P-PU-166
disability medical files	NHW/P-PU-165
eligibility appeals	NHW/P-PU-176
inquiries	NHW/P-PU-180
payment history	NHW/P-PU-155
pensionable earnings/division of	NHW/P-PU-148
record of earnings	RCT/P-PU-040
requests for disclosure	NHW/P-PU-177
retirement benefit applications	NHW/P-PU-146
rulings on pensionable employment	RCT/P-PU-070
Social Insurance Number Validator	NHW/P-PU-150
survivors' benefit applications	NHW/P-PU-147
Canada Research Fellowships	
applicants	SHR/P-PU-010
Canada Savings Bonds	
bond-holder inquiries and estate files	BOC/P-PU-015
bond registers	BOC/P-PU-005
consumer survey	BOC/P-PU-040
registers of interest paid	BOC/P-PU-010
Canada Student Loans Act	
default claims/master files	SSC/P-PU-035
defaults/individual	SSC/P-PU-025
full-time students	SSC/P-PU-030
interest subsidies	SSC/P-PU-045
part-time students	SSC/P-PU-040
Canada Volunteer Award	NHW/P-PU-250
Canada Works program	
employment development	EIC/P-PU-065
project details	EIC/P-PU-120
Canadian Accident Injury Reporting and Evaluation (CAIRE)	CCA/P-PU-025
Canadian citizens	
assistance abroad	DEA/P-PU-010
citizenship applications/assessment	SSC/P-PU-050
regular/official travel passports	DEA/P-PU-030
Canadian Commission for UNESCO	
applications for employment abroad	CAC/P-PU-110
grants case files	CAC/P-PU-105
individuals, biographical information	CAC/P-PU-100
mailing list	CAC/P-PU-095
Canadian Congenital Anomalies Surveillance System (CCASS)	NHW/P-PU-075
Canadian Expeditionary Force (CEF)	
personnel records	PAC/P-CE-706

Key Words	PIB No.
Canadian Forces (see also Defence)	
administration and management	DND/P-PE-828
aircrew selection	DND/P-PE-815 DND/P-PU-025
applications for enrolment	DND/P-PU-025
army reserve force pay lists	PAC/P-CE-707
army reserve force pay sheets	PAC/P-CE-715
army wartime special and regular forces	PAC/P-CE-709
biographical information/senior military and civilians	DND/P-PE-827
Canadian Expeditionary Force (CEF)	PAC/P-CE-706
career manager personal files (CMPF)	DND/P-PE-837
career medical review boards	DND/P-PE-814
chaplains	DND/P-PE-807
command and senior staff appointments	DND/P-PE-821
command and staff course files	DND/P-PE-843
commissioning from the ranks plan	DND/P-PE-847
conflict of interest	DND/P-PE-864
court martial proceedings	DND/P-PE-830
dental records	DND/P-PE-811 PAC/P-CE-721
dental training plan	DND/P-PE-848
dependants' claims	DND/P-PE-809
former, public service records	PAC/P-CE-701
grievances	DND/P-PE-831
income security plan	DND/P-PE-808
inquiries/investigations	DND/P-PE-832
legal aid	DND/P-PE-857
legal training plan	DND/P-PE-848
limited duty officer program	DND/P-PE-847
medical records	DND/P-PE-810
medical records, World War II and Korea	PAC/P-CE-717
medical training plan	DND/P-PE-848
merchant navy	DOT/P-PU-040
merit listings (non-commissioned members)	DND/P-PE-841
merit listings (officers)	DND/P-PE-840
military college records	DND/P-PE-844
military detention	DND/P-PE-863
military honours and awards	DND/P-PE-823
military police investigation case files	DND/P-PE-835
Newfoundland Forces (World War II)	PAC/P-CE-713
NPF applicant and benefits file	DND/P-PE-804
NPF employees on bases and stations	DND/P-PE-803
officer candidates	DND/P-PE-847 DND/P-PE-848
pay records	DND/P-PE-858
pension benefits and entitlements	PAC/P-CE-719
pensions	DND/P-PE-859
performance evaluation bank	PAC/P-CE-720
performance evaluation file	DND/P-PE-838
personnel files	DND/P-PE-806
personnel management/administration	DND/P-PE-855
personnel security investigation file	DND/P-PE-834
RCAF personnel records	PAC/P-CE-708
recruitment/training	DND/P-PE-815
regular force and Class C Reserves records	PAC/P-CE-718
regular or reserve unit military personnel bank	DND/P-PE-836
reservists' civilian employment	DND/P-PE-865
Royal Canadian Navy (RCN) pay records	PAC/P-CE-712
service estates	DND/P-PE-856
Service Income Security Insurance Plan (SISIP)	DND-P-PE-808
social work services	DND/P-PE-812
special commissioning plans	DND/P-PE-847
Thirty Day trainees (World War II)	PAC/P-CE-711

Key Words	PIB No.
Canadian Forces (*continued*)	
training schools files	DND/P-PE-842
university training plan (non-commissioned members)	DND/P-PE-847
university training plan (officers)	DND/P-PE-848
vehicle accidents	DND/P-PU-005
World War I personnel bank	PAC/P-CE-714
World War II Auxiliary Services personnel	PAC/P-CE-710
World War II personnel bank	PAC/P-CE-716
Canadian Forces Personnel Applied Research Bank	DND/P-PE-815
Canadian Forestry Service (CFS)	
personnel information	DOA/P-PE-805
Canadian government annuities	
purchaser records	EIC/P-PU-395
Canadian Home Insulation Program (CHIP)	
grants	EMR/P-PU-020
Canadian Housing Information Centre	CMH/P-PU-085
Canadian Jobs Strategy	
follow-up surveys	EIC/P-PU-101
participants' files	EIC/P-PU-050
Canadian Merchant Navy	DOT/P-PU-040
Canadian military college	
academic records	DND/P-PE-844
squadron personal file/officer cadets	DND/P-PE-845
Canadian missions	
assistance to Canadians	DEA/P-PU-010
citizenship	DEA/P-PU-005
immigration applications	DEA/P-PU-015
individual detailed records	DEA/P-PE-802
locally hired staff abroad	DEA/P-PE-801
Canadian National Organization for the International Consultative Committees	
members of	DOC/P-PU-055
Canadian Renal Failure Register	STC/P-PU-060
Canadian Rural Transition Program	DOA/P-PU-325 EIC/P-PU-147
applicants, records	EIC/P-PU-430
Canadian Saltfish Corporation	DFO/P-PU-090
Canadian Security Intelligence Service (CSIS) Act	
information/individuals	SIS/P-PU-010 SIS/P-PU-015
Canadian Wildlife Service	
research funding	DOE/P-PU-035
Cancer patient statistics	STC/P-PU-065
CANMET	
non-destructive testing	EMR/P-PU-015
Cap Tourmente hunting permits	DOE/P-PU-005
Career-Access program	EIC/P-PU-125
Career Assignment Program (CAP)	
assessment and career counselling data	PSC/P-CE-724
assessment files	PSC/P-CE-726 PSC/P-PU-055
nominee and selection files	PSC/P-CE-751 PSC/P-PU-060
participant files	PSC/P-CE-725 PSC/P-PU-050
Career medical review boards	
Canadian Forces	DND/P-PE-814
Caribbean-Mexican seasonal workers	
agriculture	EIC/P-PU-110
CASE counselling program	
counsellors	BDB/P-PU-005

Key Words	PIB No.
Censuses	
agriculture	STC/P-PU-030
population, microfilmed records on	STC/P-PU-005
refusals to complete	STC/P-PU-120
Certification	
applications for revocation of union	CLR/P-PU-010
bargaining units and agents, public service	TBS/P-CE-710
non-destructive testing	EMR/P-PU-015
revocation of public service bargaining unit	SRB/P-CE-704
Challenge '85	
student employment assistance	EIC/P-PU-140
Challenge '86	
student employment assistance	EIC/P-PU-046
Challenge '87	
student employment assistance	EIC/P-PU-047
Champlain Bridge see Jacques Cartier and Champlain Bridges	
Chaplains	
Canadian Forces	DND/P-PE-807
Charter flights	
advance booking passenger manifests	NTA/P-PU-020
Chemicals, hazardous	
exposure to	NHW/P-PU-035
Child Care Initiatives Fund	
committee members, prospective	NHW/P-PU-219
Children	
care services demonstration projects	NHW/P-PU-217
care services research projects	NHW/P-PU-218
care services/research and development	NHW/P-PU-216
eligibility for tax credit	RCT/P-PU-062
health and air pollution	NHW/P-PU-036
CIDA projects	
consultants	IDA/P-PU-010
CIDA/NSERC Research Associateships	SER/P-PU-030
Citizenship	
Canadian consulates abroad	DEA/P-PU-005
denials	SIR/P-PU-020
security screening of individuals	SIS/P-PU-005
Citizenship and Immigration Acts	
applications/assessment	SSC/P-PU-050
security information/individuals	SIS/P-PU-010 SIS/P-PU-015
Civil Service Insurance Act	
pre-1954 policies	SFI/P-PU-005
Civilian personnel information system	
Department of National Defence	DND/P-PE-861
Civilian War Allowances	VAC/P-PU-040
Claims	
Canada Mortgage and Housing Corporation	CMH/P-PU-075
Canada Ports Corporation	CPO/P-PU-010
Canada Post	CPC/P-PE-819
Canadian Forces dependants	DND/P-PE-809
Canadian Forces income security	DND/P-PE-808
damage	RCC/P-PU-065
federal government employees	LAB/P-CE-701
inmate accidents	LAB/P-PU-025
merchant seamen injuries	LAB/P-PU-030
motor vehicle accidents	CCA/P-PU-020
motor vehicle accidents/museum employees	NMC/P-PE-801
national capital/accidents	NCC/P-PU-015
National Defence vehicles/injuries	DND/P-PU-015
National Defence/property damage	DND/P-PU-010
NATO forces in Canada	DND/P-PU-020
RCMP vehicle accidents	CMP/P-PU-075
unemployment insurance	EIC/P-PU-150
Clemency case files	NPB/P-PU-010
Clothing industry	
scholarships	RIE/P-PU-015
Coast Guard	
command certificates	DOT/P-PU-050
watchkeeping officer certificates	DOT/P-PU-045
Coins	
computerized order list	RCM/P-PU-010
computerized purchasers' list	RCM/P-PU-015
mail orders	RCM/P-PU-005
Collective bargaining	
adjudication references and PSSRB decisions	TBS/P-CE-709
bargaining unit and agent certification, public service	TBS/P-CE-710
complaints by bargaining agents and PSSRB decisions	TBS/P-CE-711
exclusion of NHW employees	NHW/P-PE-802
exclusions	RCC/P-PE-802
mediators and conciliators	LAB/P-PU-035
termination of right to	CLR/P-PU-010
College, Customs and Excise	
student records	RCC/P-PE-801
College, military see Canadian military college	
Combat Related Employment for Women (CREW)	
trial survey	DND/P-PE-815 DND/P-PU-025
Commissioner of Canada Elections files	CEO/P-PU-015
Commissioning	
Canadian Forces	DND/P-PE-847 DND/P-PE-848
Communications	
DOC accounts payable and receivable	DOC/P-PU-046
unsolicited proposals received by DOC	DOC/P-PU-050
Community Futures Program	EIC/P-PU-071
Community Pasture Program	DOA/P-PU-220
Community relations	
persons involved in crime prevention programs	CMP/P-PU-010
Community shelter planners	PWC/P-PU-060
Compensation	
veterans	VAC/P-PU-055
Complaints	
against Canadian Security Intelligence Service (CSIS)	SIR/P-PU-005 SIS/P-PU-035
air carriers	NTA/P-PU-010
broadcasting	CRT/P-PU-005
Canada Labour Code, violations	CLR/P-PU-005
customs	RCC/P-PU-005
denial of security clearance	SIR/P-PU-010
discrimination	HRC/P-PU-005
discrimination, legal proceedings concerning	HRC/P-PU-010
discrimination, National Defence	DND/P-PU-035
elections	CEO/P-PU-015
goods and services, by consumers	CCA/P-PU-021
human rights	DOT/P-PU-070 EIC/P-PU-415
human rights/related to security	SIR/P-PU-015
judges, federally-appointed	JUS/P-PU-060
marine carriers in the north	NTA/P-PU-010

Key Words	PIB No.
Complaints (*continued*)	
official languages	COL/P-PE-801 COL/P-PU-005 NHW/P-PU-280
personal harassment	BOC/P-PE-837 TBS/P-PE-804
prison inmates	OCI/P-PU-005
public service, Labour Code	SRB/P-CE-709
public service, unfair practices	SRB/P-CE-703
radio interference	DOC/P-PU-015
RCMP, against	CMP/P-PU-085
Revenue Canada, Taxation	RCT/P-PU-110
telecommunications services	CRT/P-PU-025
threats for having filed a complaint of discrimination	HRC/P-PU-005
violations of Canada Labour Code	CLR/P-PU-005
wages and working conditions	LAB/P-PU-005
Concerts Canada Program/grants	CAC/P-PU-135
Conflict of interest	
Auditor General, Office of the	OAG/P-PE-801
Canadian Forces members	DND/P-PE-864
employees/Advisory Council on the Status of Women	ASW/P-PE-801
employees/Canada Deposit Insurance Corporation	CDI/P-PE-805
employees/Canada Mortgage and Housing	CMH/P-PE-808
employees/Canada Post	CPC/P-PE-814
employees/Canadian Centre for Occupational Health and Safety	OHS/P-PE-801
employees/Canadian Import Tribunal	CIT/P-PE-801
employees/Defence Construction Canada	DCL/P-PE-801
employees/Export Development Corporation	EDC/P-PE-810
employees/Farm Credit Corporation	FCC/P-PE-801
employees/Public Service Staff Relations Board	SRB/P-PE-801
employees/Science Council of Canada	SCC/P-PE-801
employees/Social Sciences and Humanities Research Council	SHR/P-PE-801
employees/St. Lawrence Seaway Authority	SLS/P-PE-802
National Research Council	NRC/P-PE-801
Natural Sciences and Engineering Research Council	SER/P-PE-801
persons in public office	CCA/P-CE-701
public office appointees	PCO/P-PU-030
RCMP	CMP/P-PE-815
Royal Canadian Mint	RCM/P-PE-802
Conflict of interest and Post-employment code (standard bank of information)	
see identifier P-SE-915, if available, in chapter concerning relevant institution	
Conservation	
soil and water programs	DOA/P-PU-220
soil and water programs/PEI	DOA/P-PU-265
tillage survey/Ontario	DOA/P-PU-275
water resources	DOE/P-PU-030
wildlife	DOE/P-PU-005
Consultants and professional services see Contracts/contractors	

Key Words	PIB No.
Consumer	
complaints and inquiries	CCA/P-PU-021
surveys on CCA programs	CCA/P-PU-125
Contracts/contractors	
AECB/personal service	AEC/P-PU-040
agricultural employment services	EIC/P-PU-105
Agriculture Canada/inventory	DOA/P-PU-202 DOA/P-PU-203
Agriculture Canada/payments from	DOA/P-PU-335
Atlantic Pilotage Authority/inventory	APA/P-PU-005
Auditor General/inventory	OAG/P-PU-005
Bureau of Management Consultants/inventory	DSS/P-PU-025
Canada Deposit Insurance Corporation/personal service	CDI/P-PU-010
Canada-Newfoundland Offshore Petroleum Board	CNP/P-PU-010
Canada Ports Corporation	CPO/P-PU-025
Canada Post, purchasing and management of real property	CPC/P-PU-040
Canada Post, retail postal outlets	CPC/P-PU-020
Canada Post transportation service, mail and letter carriers	CPC/P-PU-035
Canadian Human Rights Commission	HRC/P-PU-025
CIDA/inventory	IDA/P-PU-010
CMHC construction, repairs, maintenance suppliers	CMH/P-PU-070
Consumer and Corporate Affairs	CCA/P-PU-015
Correctional Service of Canada	CSC/P-PU-105
criminal justice research	SGC/P-PU-065
CRTC	CRT/P-PU-050
Defence Construction	DCL/P-PU-005 DCL/P-PU-010
Department of Communications	DOC/P-PU-030
Department of Finance/personal service	FIN/P-PU-005
Department of Justice	JUS/P-PU-095
Department of the Environment	DOE/P-PU-055
DIAND/business, janitorial and para-professional	INA/P-PU-065
DIAND/inventory	INA/P-PU-180
DSS suppliers	DSS/P-PU-005
Economic Council of Canada/personal service	ECC/P-PU-005 ECC/P-PU-005
Employment and Immigration Canada/claims-taking agents	EIC/P-PU-185
Employment and Immigration Canada/personal service	EIC/P-PU-425
Energy, Mines and Resources/personal service	EMR/P-PU-035
Farm Products Marketing Council/personal service	FPM/P-PU-005
Fitness and Amateur Sport	NHW/P-PU-230
forestry	DOA/P-PU-235
Grain Transportation Agency	AGT/P-PU-015
Great Lakes Pilotage Authority/personal service	GLP/P-PU-005
health protection	NHW/P-PU-070
health services	NHW/P-PU-085
immigration settlement and adaptation	EIC/P-PU-250

Key Words	PIB No.
Contracts/contractors (*continued*)	
Jacques Cartier and Champlain Bridges/construction	SLS/P-PU-150
Jacques Cartier and Champlain Bridges/professional services	SLS/P-PU-155
Laurentian Pilotage Authority/personal service	LPA/P-PU-005
Laurentian Pilotage Authority/supplies and equipment	LPA/P-PU-010
Law Reform Commission	LRC/P-PU-005
Law Reform Commission expenditures	LRC/P-PU-010
National Arts Centre performers	NAC/P-PU-040
National Arts Centre/personal service	NAC/P-PU-075
National Capital Commission	NCC/P-PU-020 NCC/P-PU-025
National Defence/security and reliability clearance	DND/P-PU-055
National Energy Board	NEB/P-PU-015
National Farm Products Marketing Council	FPM/P-PU-010
National Museums Corporation/personal service	NMC/P-PU-010
National Parole Board/reliability checks	NPB/P-PE-801
National Research Council/individuals	NRC/P-PU-055
Northern Pipeline Agency	NPA/P-PU-010
Office of Privatization and Regulatory Affairs/personal service	PRA/P-PE-802
Office of the Comptroller General	OCG/P-PU-010
pilotage services	PPA/P-PU-005
Privy Council	PCO/P-PU-015
PSSRB/personal service	SRB/P-PU-010
Public Works	PWC/P-PU-015
Public Works/emergency response registry	PWC/P-PU-065
Public Works/inventory	PWC/P-PU-040
Public Works/materials and equipment	PWC/P-PU-070
Public Works/personal service	PWC/P-PU-075
Regional Industrial Expansion	RIE/P-PU-005
Regional Industrial Expansion (NED Program)	RIE/P-PU-060
Revenue Canada/professional service, finances	RCT/P-PU-095
science and technology	DSS/P-PU-010 MST/P-PU-005
seaway construction	SLS/P-PU-030
Seaway International Bridge/construction	SLS/P-PU-090
Seaway International Bridge/materials and equipment	SLS/P-PU-085
Seaway International Bridge/professional services	SLS/P-PU-100
seaway services	SLS/P-PU-040 SLS/P-PU-045
seaway suppliers	SLS/P-PU-025 SLS/P-PU-035
Secretary of State/inventory	SSC/P-PU-005
Secretary of State/security investigations	SSC/P-PE-801
security and reliability clearance	BOC/P-PE-816
security clearance and reliability records	DSS/P-PU-015
security clearance records	PWC/P-PU-090
Statistics Canada	STC/P-PU-105
suppliers quotations/tenders documentation	GLP/P-PU-010
suppliers, refunds to Grain Transportation Agency	AGT/P-PU-010
Transport Canada	DOT/P-PU-080
Treasury Board Secretariat	TBS/P-PU-015

Key Words	PIB No.
Co-operative Education Program	
applicants to the public service	PSC/P-CE-708
Copyright registration applicants	CCA/P-PU-075
Corporations	
records of directors	CCA/P-PU-093
Corps/squadron cadet personnel file	DND/P-PE-839
Correctional services	
employee performance records	CSC/P-PE-802
staffing competitions	CSC/P-PU-100
Counselling services	
employees of Transport Canada	DOT/P-PE-803
Counterfeiting	
criminal intelligence investigations	CMP/P-PU-015
Court martial	DND/P-PE-830
Crime	
military enforcement	DND/P-PE-835
national parks	DOE/P-PU-074
organized/intelligence investigations	SGC-P-PU-050
persons involved in prevention programs	CMP/P-PU-010
prevention	SGC/P-PU-070
Criminal and security investigations (see also Security)	
Canada Ports Corporation	CPO/P-PU-030
Canada Ports Corporation operations	CPO/P-PU-035
Canadian Forces police	DND/P-PE-835
criminal intelligence	CMP/P-PU-015
identification fingerprints and photographs	CMP/P-PU-030
immigration	EIC/P-PU-260
injury or death, Canadian Forces	DND/P-PE-832
loan sharks	CMP/P-PU-015
persons involved in	CMP/P-PU-005
persons involved in incidents concerning government property	CMP/P-PU-055
persons involved in threats against VIPs	CMP/P-PU-055
police and law enforcement records	SGC/P-PU-026
postal-related crime investigations	CPC/P-PE-824 CPC/P-PU-085
public servants	PWC/P-PE-801
reports concerning denial of citizenship	SIR/P-PU-020
reports concerning deportations	SIR/P-PU-025
Criminal justice	
demonstration projects	SGC/P-PU-020
employment development projects and proposals	SGC/P-PU-060
inventory of contractors in research	SGC/P-PU-065
proposals and research projects	SGC/P-PU-015
Criminal Law Reform Fund	
projects submitted for funding	JUS/P-PU-050
Criminal Records Act	NPB/P-PU-010
Criminals	
case files	NPB/P-PU-005
pardons	NPB/P-PU-010
Crops (see also Agriculture; Farming; Grain)	
advance payments	DOA/P-PU-140
certification and inspection of seed potatoes	DOA/P-PU-110
drought assistance program	DOA/P-PU-220
emergency assistance for loss	DOA/P-PU-185
seed quality	D[illegible]/P-PU-100
statistics	STC/P-PU-030

Key Words	PIB No.
Crown	
claims, Canada Ports Corporation	CPO/P-PU-010
damage claims	RCC/P-PU-065
damage settlements	DND/P-PU-005
debts owed to	RCC/P-PU-060
debts owed to and by	CPC-P-PU-120
employee housing, Energy, Mines and Resources	EMR/P-PE-802
housing records	PWC/P-CE-701
land/surface rights	INA/P-PU-150
leaseholds in national parks	DOE/P-PU-045
legal advisory services	JUS/P-PU-010
tenant records/Environment Canada	DOE/P-PE-803
Cultural property	
certification for income tax	CPE/P-PU-010
certification for income tax, applications	CPE/P-PU-015
export and import applications, appeals	CPE/P-PU-005
export permit applications	CPE/P-PU-015
Custodian, Office of the	
records of assets taken into custody	DSS/P-PU-020
Customer service, mail	
inquiries, complaints, claims	CPC/P-PU-030
Customs	
assaults against officers	RCC/P-PU-010
brokers' licences	RCC/P-PU-025
complaints	RCC/P-PU-005
declarations by travellers	RCC/P-PU-041
infractions	RCC/P-PU-020
seizures	RCC/P-PU-035
unpaid duties	RCC/P-PU-030
violators	RCC/P-PU-015
Customs and Excise College	
student records	RCC/P-PE-801

D

Key Words	PIB No.
Dairy products see Agriculture	
Daycare	
Child Care Initiatives Fund committee members	NHW/P-PU-219
demonstration projects	NHW/P-PU-217
research and development	NHW/P-PU-216
research projects	NHW/P-PU-218
Deaths	
statistics	STC/P-PU-035
Debts, uncollectable	
Crown	RCC/P-PU-060
Defence (see also Canadian Forces)	
intelligence and security records	DND/P-PU-060
reserve forces' occupations	EIC/P-PU-804
security and intelligence files	DND/P-PU-040
security information/individuals	SIS/P-PU-010 SIS/P-PU-015
Defence construction	
consultant contracts	DCL/P-PU-010
repairs and maintenance contracts	DCL/P-PU-005
solicitation of contracts	DCL/P-PU-015
Demographic data	
special household surveys	STC/P-PU-016
Dental hygienists	
statistics	STC/P-PU-045
Dental records	
Canadian Forces	DND/P-PE-811

Key Words	PIB No.
Departmental requests for authority	
to Treasury Board	TBS/P-CE-701
Design Canada scholarships	RIE/P-PU-030
Designers/design	
postage stamps	CPC/P-PU-025
registration/industrial	CCA/P-PU-080
Developing countries	
CIDA inventory	IDA/P-PU-005
Diesel fuel	
tax rebates	RCC/P-PU-055
Disability Insurance Plan	DSS/P-CE-703
Disabled persons (see also Employment equity)	
affirmative action lists/NRC	NRC/P-PE-802
applicants to the public service	PSC/P-CE-708 PSC/P-PU-015
Canadian Forces	DND/P-PE-814
employment equity, Bank of Canada	BOC/P-PE-817
employment equity in the public service	PSC/P-CE-758
pension applications/CPP	NHW/P-PU-166
pension medical files/CPP	NHW/P-PU-165
prosthetics/accounting records	NHW/P-PU-030
prosthetics/medical records	NHW/P-PU-025
public servants, survey of	TBS/P-CE-706
special-need items on social assistance	NHW/P-PU-210
statistics	STC/P-PU-115
statistics on disabilities	STC/P-PU-075
telephone access for speech-impaired	DOC/P-PU-075
vocational rehabilitation cost-sharing	NHW/P-PU-215
Discipline (standard bank of information)	
see identifier P-SE-911, if available, in chapter concerning relevant institution	
Discrimination see Human rights	
Disease	
food-borne	DOA/P-PU-006
Divers, offshore operations	
Canada Oil and Gas Lands Administration	EMR/P-PU-045
Divorce	
Registry	JUS/P-PU-005
statistics	STC/P-PU-040
Drought	
assistance for livestock and crops	DOA/P-PU-220
water conservation programs	DOA/P-PU-220
Drugs, narcotic and restricted	
amphetamine control	NHW/P-PU-065
criminal intelligence investigations	CMP/P-PU-015
investigation files	NHW/P-PU-055
Methadone Program	NHW/P-PU-060
misuse and abuse of	NHW/P-PU-050
persons entitled to purchase or prescribe	NHW/P-PU-045
practitioner and pharmacist files on	NHW/P-PU-050
researchers authorized to use	NHW/P-PU-040
Duff-Rinfret Scholarship Program applicants	JUS/P-PU-040
Duty-free shops	
applications to operate	RCC/P-PU-040
Duty see Customs	

Key Words	PIB No.
E	
Economic Council of Canada	
membership	ECC/P-PU-010
Education (see also Training)	
assistance to veterans and dependents	VAC/P-PU-010
Customs and Excise College	RCC/P-PE-801
DIAND schools	INA/P-PU-055
native peoples	INA/P-PU-045
native peoples, post-secondary	INA/P-PU-050
native peoples/scholarships	INA/P-PU-060
penitentiary inmates	CSC/P-PU-050
RCMP courses	CMP/P-PU-080
Elections	
candidates' expenses	CEO-P-PU-010
candidates' nomination records	CEO/P-PU-005
Commissioner of Canada Elections files	CEO/P-PU-015
public servants leave of absence to seek election	PSC/P-CE-705
voters' lists	CEO/P-PU-005
Embryo transfer	
records of animals	DOA/P-PU-035
Emergency beacon	
ownership registration	DOT/P-PU-051
Emergency fuel rationing	EMR/P-PU-050
Emergency planning	
designated response registry/Public Works	PWC/P-PU-065
Employee Assistance (standard bank of information)	
see identifier P-SE-916, if available, in chapter concerning relevant institution	
Employee Personnel Record (standard bank of information)	
see identifier P-SE-901, if available, in chapter concerning relevant institution or	
Employee personnel records	
Agriculture Canada	DOA/P-PE-808 DOA/P-PE-814
Agriculture Development Branch	DOA/P-PE-812
Bank of Canada	BOC/P-PE-810
Canada Post	CPC/P-PE-802 CPC/P-PE-803
Canadian Dairy Commission	CDC/P-PE-801
Canadian Livestock Feed Board	CLF/P-PE-801
CDIC	CDI/P-PE-801
civilian employees of National Defence	DND/P-PE-861
CSIS	SIS/P-PE-808
Export Development Corporation	EDC/P-PE-802
Grain Transportation Agency	AGT/P-PE-801
HWC	NHW/P-PU-265
National Battlefields Commission	DOE/P-PE-801
Office of Privatization and Regulatory Affairs	PRA/P-PE-801
Security Intelligence Review Committee	SIR/P-PE-801
Telefilm Canada	CFD/P-PU-801
Transport Canada	DOT/P-PE-801
Employees (see also Public service; Staffing)	
affirmative action list/Mint	RCM/P-PE-803
appeals and complaints/CMHC	CMH/P-PE-804
appointments by Governor in Council	CMP/P-PU-026
appraisals/Telefilm Canada	CFD/P-PU-803
assistance, special services/Canada Post	CPC/P-PE-812
assistance/Canada Post	CPC/P-PE-811
assistance/Communications	DOC/P-PE-803
assistance/CSIS	SIS/P-PE-820
Assistance/Transport Canada	DOT/P-PE-803
assisting small-scale farmers	DOA/P-PE-801
attendance and leave/CSIS	SIS/P-PE-810
attendance and leave/Fisheries	DFO/P-PE-805
attendance and leave/Telefilm Canada	CFD/P-PU-803
awards/Department of Transport	DOT/P-PE-808
biographies, senior/Energy, Mines and Resources, and Crown corporations	EMR/P-PE-801
building pass and identification/Secretary of State	SSC/P-PE-803
building pass and identity cards	CMH/P-PE-810
Canadian Forces, regular and reserve	DND/P-PE-806
career file, Export Development Corporation	EDC/P-PE-801
career management	DOC/P-PE-801
career planning and review/EIC	EIC/P-PE-802
classification audit reports/Revenue Canada, Taxation	RCT/P-PE-802
conflict of interest, disclosures	CDI/P-PE-805
deduction records	RCT/P-PU-125
designated for emergency response	PWC/P-PU-065
discipline records, CSIS	SIS/P-PE-817
discipline records/Bank of Canada	BOC/P-PE-836
equity program, Bank of Canada	BOC/P-PE-817
equity survey	CMH/P-PE-809
evaluation reports	CPC/P-PE-807
evaluation/Fisheries	DFO/P-PE-807
examination records/AECB	AEC/P-PU-015
expense claims	DOA/P-PE-817
exposed to heavy metals contamination	NHW/P-PU-005
garnishees	BOC/P-PE-822
grievance records, CSIS	SIS/P-PE-816
health evaluation/Bank of Canada	BOC/P-PE-830
housing in remote areas, Energy, Mines and Resurces	EMR/P-PE-802
housing/Environment Canada	DOE/P-PE-803
identification cards	SIS/P-PE-821
incentive awards/CSIS	SIS/P-PE-822
information, Canadian Forestry Service	DOA/P-PE-805
injury or occupational disease reports/ railway	NTA/P-PE-801
investigations of wrongdoing/Agriculture Canada	DOA/P-PE-811
investigations of wrongdoing/Revenue Canada, Taxation	RCT/P-PE-803
leave and overtime/Revenue Canada, Taxation	RCT/P-PE-804
loan cards/Revenue Canada, Taxation	RCT/P-PE-806
locally hired staff abroad	DEA/P-PE-801
loss-of-office contingency payments, Northern Pipeline Agency	NPA/P-PE-801
medical records/CMHC	CMH/P-PE-802
medical records/IDRC	IDR/P-PE-803
non-External Affairs employees	DEA/P-CE-701
NPF, Canadian Forces bases and stations	DND/P-PE-803
NPF, Department of National Defence	DND/P-PE-802
occupational health and safety/CSIS	SIS/P-PE-813

Key Words	PIB No.
Employees (*continued*)	
official language training, Export Development Corporation	EDC/P-PE-805
official languages/CSIS	SIS/P-PE-812
payroll audits/taxation	RCT/P-PU-120
performance appraisal	DEA/P-PE-804
performance appraisal/Communications	DOC/P-PE-802
performance appraisals/NRC	NRC/P-PE-803
performance review	SIS/P-PE-818
person-year accounting and control/HWC	NHW/P-PU-804
priority/DIAND	INA/P-PE-801
priority/Fisheries and Oceans	DFO/P-PE-802
priority/HWC	NHW/P-PU-805
public service personnel records	PSC/P-PE-807
radiation exposure/AECB	AEC/P-PE-802
reliability checks/National Parole Board	NPB/P-PE-801
reliability checks/Revenue Canada, Taxation	RCT/P-PE-807
reliability clearance, Agriculture Canada	DOA/P-PE-813
relocation	BOC/P-PE-840
secondment applicants	LAB/P-CE-702
security and reliability clearance	BOC/P-PE-816
security and safety abroad	DEA/P-PE-802
security clearance	SIS/P-PE-815
security clearance/various public appointments	PCO/P-PE-801
security investigations	CMH/P-PE-806
security investigations/Secretary of State	SSC/P-PE-801
staff relations training questionnaire	CCA/PE-801
staffing/Canada Deposit Insurance Corporation	CDI/P-PE-802
staffing/CSIS	SIS/P-PE-809
staffing/Telefilm Canada	CFD/P-PU-802
suspected criminal activity	PWC/P-PE-801
time and salary/CMHC	CMH/P-PE-801
time/production reports for Revenue Canada, Taxation	RCT/P-PE-801
trainee aptitude test results, Transport Canda	DOT/P-PE-802
training and development	CDI/P-PE-804
training and development/CSIS	SIS/P-PE-811
training and development/External Affairs	DEA/P-PE-806
training, Export Development Corporation	EDC/P-PE-804
training/RCMP	CMP/P-PU-080
travel and relocation	CDI/P-PE-803
travel and relocation/CSIS	SIS/P-PE-819
travel expense records	BOC/P-PE-841
word processor trainees/Revenue Canada, Taxation	RCT/P-PE-805
Employment (see also Employment equity; Unemployment insurance)	
adjustment in the workforce/Department of Transport	DOT/P-PE-807
agricultural employment services contractors	EIC/P-PU-105
applications and candidates/public service	PSC/P-CE-744
applications, staffing requests/Canada Post	CPC/P-PE-801 CPC/P-PU-095
applications, staffing requests/Export Development Corporation	EDC/P-PE-803
applications to Art Bank	CAC/P-PU-075
applications to Atlantic Pilotage Authority	APA/P-PU-020
applications to Atomic Energy Board	AEC/P-PU-035
applications to Auditor General	OAG/P-PU-010
applications to Bank of Canada	BOC/P-PU-030
applications to Canada Council	CAC/P-PU-090

Key Words	PIB No.
Employment (*continued*)	
applications to Canada Deposit Insurance Corporation	CDI/P-PU-010
applications to Canada-Newfoundland Offshore Petroleum Board	CNP/P-PU-005
applications to Canada Ports Corporation	CPO/P-PU-005
applications to CSIS and former Security Intelligence Transitional Group (SITG)	SIS/P-PU-025
applications to Department of Communications	DOC/P-PU-025
applications to Department of Finance	FIN/P-PU-010
applications to Department of Justice	JUS/P-PU-085
applications to Department of the Environment	DOE/P-PU-080
applications to Economic Council of Canada	ECC/P-PU-015
applications to Employment and Immigration	EIC/P-PU-420
applications to Federal Economic Development Co-ordinator (FEDC)	RIE/P-PU-055
applications to Grain Transportation Agency	AGT/P-PU-001
applications to Great Lakes Pilotage Authority	GLP/P-PU-025
applications to IDRC	IDR/P-PE-802
applications to Inspector General, CSIS	OIG/P-PU-010
applications to International Telecommunication Union	DOC/P-PU-060
applications to Jacques Cartier and Champlain Bridges Inc.	SLS/P-PU-181
applications to Laurentian Pilotage Authority	LPA/P-PU-025
applications to Law Reform Commission	LRC/P-PU-015
applications to Medical Research Council	MER/P-PU-030
applications to National Arts Centre	NAC/P-PU-055
applications to National Energy Board	NEB/P-PU-010
applications to National Farm Products Marketing Council	FPM/P-PU-025
applications to National Research Council	NRC/P-PU-060
applications to Natural Sciences and Engineering Council	SER/P-PU-045
applications to NCC	NCC/P-PU-030
applications to Northern Pipeline Agency	NPA/P-PU-005
applications to Office of Privatization and Regulatory Affairs	PRA/P-PU-015
applications to Office of the Comptroller General	OCG/P-PU-005
applications to Office of the Solicitor General	SGC/P-PU-010
applications to Pacific Pilotage Authority	PPA/P-PU-025
applications to Public Service Commission	PSC/P-PU-135
applications to Public Service Staff Relations Board	SRB/P-PU-005
applications to Public Works	PWC/P-PU-080
applications to RCMP	CMP/P-PU-070
applications to Seaway International Bridge Corporation	SLS/P-PU-121
applications to St. Lawrence Seaway	SLS/P-PU-066
applications to Superintendant of Financial Institutions	SFI/P-PU-010
applications to Textile and Clothing Board	TCB/P-PU-010
applications to Transport Canada	DOT/P-PU-060
applications to Treasury Board Secretariat	TBS/P-PU-020
applications to UNESCO abroad	CAC/P-PU-110
Canada Pension Plan contributions	NHW/P-PU-140

Key Words	PIB No.
Employment (*continued*)	
Caribbean-Mexican seasonal agricultural workers	EIC/P-PU-110
Challenge '85	EIC/P-PU-140
Challenge '86	EIC/P-PU-046
Challenge '87	EIC/P-PU-047
civilian occupations of reserve forces	EIC/P-PU-804
client confidential files	EIC/P-PU-010
competitions and staffing, Bank of Canada	BOC/P-PE-815
competitions, Auditor General	OAG/P-PU-015
competitions, Secretary of State	SSC/P-PU-010
development/community and constituency projects	EIC/P-PU-075
development/community-based projects	EIC/P-PU-071
development/criminal justice	SGC/P-PU-060
development/follow-up surveys	EIC/P-PU-101
development/local and regional projects	EIC/P-PU-070
development/NEED program	EIC/P-PU-130
development/proposed projects	EIC/P-PU-066
development/regional projects	EIC/P-PU-065
direct job creation program evaluation	EIC/P-PU-355
employers, automatic reporting	EIC/P-PU-215
employers, Canada Employment Centre services to	EIC/P-PU-025
employers' expenses claims/national industrial training program	EIC/P-PU-055
employers, registration records and staff requests	EIC/P-PU-020
employers, requests to Canada Employment Centres	EIC/P-PU-020
employers' survey of CEC services	EIC/P-PU-330
employment development projects	EIC/P-PU-065 EIC/P-PU-070 EIC/P-PU-075
employment-disadvantaged	EIC/P-PU-095
essential occupations of reserve forces	DND/P-PE-865
for refugees	EIC/P-PU-381
foreign workers	EIC/P-PU-146
Great Lakes Pilotage Authority, internal	GLP/P-PU-025
grievances	CLR/P-PU-005
industrial training program follow-up	EIC/P-PU-345
institutional training program follow-up	EIC/P-PU-340
insurable employment appeals	RCT/P-PU-080
Job Corps program	EIC/P-PU-135
Job Experience Training (JET)	EIC/P-PU-370
local assistance and development	EIC/P-PU-115
long-term planning sample	EIC/P-PU-335
mobility assistance	EIC/P-PU-015
national training program/trainee inventory	EIC/P-PU-060
native peoples, on-the-job training	INA/P-PU-170
new technology program	EIC/P-PU-080
Outreach Program projects	EIC/P-PU-030
penitentiary inmates	CSC/P-PU-055
record of employment forms	EIC/P-PU-385
registration file	EIC/P-PU-005
report on hirings/control of unreported earnings	EIC/P-PU-210
sheltered/veterans	VAC/P-PU-005
social insurance number registration	EIC/P-PU-390
Statistics Canada interviewer selections and evaluations	STC/P-PE-801
students	EIC/P-PU-046 EIC/P-PU-047
students/summer	EIC/P-PU-040
surveys for employment equity	BDB/P-PE-801
taxation centres/casual	RCT/P-PU-100
teachers for DIAND	INA/P-PU-070

Key Words	PIB No.
Employment (*continued*)	
training program follow-up	EIC/P-PU-100
training programs	EIC/P-PU-045 EIC/P-PU-050
training subsidies	EIC/P-PU-054 EIC/P-PU-056 EIC/P-PU-094 EIC/P-PU-121
wage subsidies	EIC/P-PU-090
work sharing programs	EIC/P-PU-085
youth programs follow-up	EIC/P-PU-350
youths, training for	EIC/P-PU-145
Employment equity (see also Affirmative action)	
Agriculture Canada	DOA/P-PE-818
business and small business	BDB/P-PU-801
Canada Post	CPC/P-PE-810
CMHC	CMH/P-PE-809
EIC employees	EIC/P-PU-805
External Affairs	DEA/P-PE-805
Grain Transportation Agency	AGT/P-PE-801
RCMP	CMP/P-PE-818
target group/Transport Canada	DOT/P-PE-804
Energy (see also Nuclear energy; Oil and gas)	
regulatory proceedings, interventions concerning	NEB/P-PU-005
Energy conservation	
CHIP grants	EMR/P-PU-020
COSP grants	EMR/P-PU-025
Engineering research	
fellowships and scholarships	SER/P-PU-015
grant applications, group	SER/P-PU-010
grant applications, individual	SER/P-PU-005
grants to senior university researchers	SER/P-PU-020
membership in NSERC, files concerning	SER/P-PU-025
reviewers of grant proposals	SER/P-PU-050
Engineers	
Engineer at Sea	DOT/P-PU-038
listed with Public Works	PWC/P-PU-040
marine	DOT/P-PU-035
Environment	
air pollution and health	NHW/P-PU-036
back country visitor permits	DOE/P-PU-067
fellowship awards	DOE/P-PU-015
hazardous chemical exposure	NHW/P-PU-035
heavy metal exposure	NHW/P-PU-005
mailing list	DOE/P-PU-056
national park resources	DOE/P-PU-071
office/federal buildings	PWC/P-PU-045
research	DOE/P-PU-010
water resources conservation	DOE/P-PU-030
wildlife permits	DOE/P-PU-005
Equipment and services	
DSS suppliers	DSS/P-PU-005
loan records/Revenue Canada, Taxation	RCT/P-PE-806
Ergonomists	
resource bank	DND/P-PU-045
Espionage	
defence intelligence	DND/P-PU-060
personal information relating to	SGC/P-PU-026
security information/individuals	SIS/P-PU-010 SIS/P-PU-015
Estates, service	
Canadian Forces	DND/P-PE-856
Exchanges, secondments	
scientists	NRC/P-PU-070

Key Words	PIB No.
Excise Act	
seizures	RCC/P-PU-035
Excise tax	
gasoline/refunds	RCC/P-PU-050
refunds	RCC/P-PU-045
Exclusions	
employee records	RCC/P-PE-802 TBS/P-CE-714
Exemplary Service Awards	TBS/P-CE-802
Explorations Program case files	CAC/P-PU-025
Explosives	
licences and permits	EMR/P-PU-005
Export	
animal embryos	DOA/P-PU-035
cultural property, permit appeals	CPE/P-PU-005
cultural property, permit applications	CPE/P-PU-015
livestock	DOA/P-PU-020
livestock, veterinary certification	DOA/P-PU-026
plant and plant materials	DOA/P-PU-120
wheat prices	DOA/P-PU-145
Export/import	
artificial insemination/livestock disease prevention	DOA/P-PU-055
dairy products	DOA/P-PU-085
endangered wildlife species	DOE/P-PU-005
Expropriation	
property, Jacques Cartier and Champlain Bridges	SLS/P-PU-165
property, Seaway International Bridge	SLS/P-PU-105
property, St. Lawrence Seaway	SLS/P-PU-055
Extradition	
legal matters and investigations	JUS/P-PU-015

F

Key Words	PIB No.
Family	
enforcement of support orders	JUS/P-PU-125
personal-use vehicles, expenditures	STC/P-PU-017
Family Allowances	
account identifiers	NHW/P-PU-135
application information	NHW/P-PU-130
beneficiaries	NHW/P-PU-125
eligibility appeals	NHW/P-PU-131
on-line alpha index (Ontario and Quebec)	NHW/P-PU-135
Family and Children Services program	
native peoples/DIAND	INA/P-PU-025
Farm Debt Review	DOA/P-PU-176
Farming (see also Agriculture; Crops; Grain; Livestock)	
application forms and appraisal reports for loans	FCC/P-PU-005
Canadian Rural Transition Program	DOA/P-PU-325
credit information	DOA/P-PU-204
improvement loans	DOA/P-PU-165
insolvency files of farmers	DOA/P-PU-176
machinery statistics	STC/P-PU-030
marketing co-operative loans	DOA/P-PU-165
milk producers' records	CDC/P-PU-005
operating expenses statistics	STC/P-PU-030
payments to farmers from Agriculture Canada	DOA/P-PU-335
small farm development program	DOA/P-PE-801 DOA/P-PU-175
socio-economic characteristics of farmers	STC/P-PU-030
Farming (*continued*)	
storm damage assistance/Ontario	DOA/P-PU-250
surveys	DOA/P-PU-193
vegetable production study	DOA/P-PU-230
Federal Economic Development Co-ordinator (FEDC)	
employment applicants	RIE/P-PU-055
professional and special service contracts	RIE/P-PU-005
Federal Eskimo Loan Fund	INA/P-PU-080
Federal Fuel Tax Rebate	RCC/P-PU-055
Federal government	
security policies and programs	SGC-P-PU-026
submissions to Treasury Board	TBS/P-CE-701
Federal Housing Action Program (FHAP) system	CMH/P-PU-010
Federal investigative bodies	
disclosures of information/Agriculture	DOA/P-PU-201
disclosures of information/Bank of Canada	BOC/P-PU-025
disclosures of information/Canada Post	CPC/P-PE-829 CPC/P-PU-090
disclosures of information/Communications	DOC/P-PU-036
disclosures of information/Consumer Affairs	CAC/P-PU-140
disclosures of information/Correctional Services	CSC/P-PU-089
disclosures of information/Customs and Excise	RCC/P-PE-804
disclosures of information/Employment and Immigration	EIC/P-PU-400
disclosures of information/External Affairs	DEA/P-PU-040
disclosures of information/Health and Welfare	NHW/P-PU-255
disclosures of information/museums	NMC/P-PU-025
disclosures of information/National Defence	DND/P-PE-854
disclosures of information/National Transportation Agency	NTA/P-PU-045
disclosures of information/RCMP	CMP/P-PU-050
disclosures of information/Secretary of State	SSC/P-PU-020
disclosures of information/Supply and Services	DSS/P-PU-035
individuals under investigation/requests	SIS/P-PU-030
Request Bank	PAC/P-PU-040
requests for disclosures	CCA/P-PU-009
Federal Mediation and Conciliation Service	LAB/P-PU-035
Federal sales tax	
fuel/rebates	RCC/P-PU-055
refunds	RCC/P-PU-045
Fellowships and scholarships (see also Assistance, financial; Awards; Grants)	
agriculture, visiting	DOA/P-PU-136
atmospheric science	DOE/P-PU-020
Bora Laskin National	SHR/P-PU-010
CIDA applicants	IDA/P-PU-015
clothing industry	RIE/P-PU-015
Design Canada	RIE/P-PU-030
Duff-Rinfret and ship applicants	JUS/P-PU-040
engineering	SER/P-PU-015
engineering, senior university researchers in	SER/P-PU-020
environmental sciences	DOE/P-PU-015
footwear and tanning industries	RIE/P-PU-020
footwear design	RIE/P-PU-025
housing research	CMH/P-PU-055
humanities and social sciences	SHR/P-PU-045
international development research	IDR/P-PU-005
Jules and Gabrielle Léger	SHR/P-PU-010

Key Words	PIB No.
Fellowships and scholarships (*continued*)	
Killam program applicants	CAC/P-PU-155
legislative drafting	JUS/P-PU-030
National Welfare Fellowships	NHW/P-PU-190
native peoples	INA/P-PU-060
natural sciences	SER/P-PU-015
natural sciences, senior university researchers in	SER/P-PU-020
social sciences and humanities applicants	SHR/P-PU-010
Thérèse F. Casgrain Postdoctoral	SHR/P-PU-010
World Health Organization (WHO)	NHW/P-PU-245
Films	
audiovisual production grants	CAC-P-PU-115
fund applications	CFD/P-PU-005
grants	CAC/P-PU-125
staffing/Telefilm Canada	CFD/P-PU-801 CFD/P-PU-802
Finances	
accountability cases/Canada Post	CPC/P-PE-818 CPC/P-PU-065
accounting and control	AGT/P-PU-010
accounts payable, Atlantic Pilotage Authority	APA/P-PU-015
accounts payable, Canada Post	CPC/P-PE-820 CPC/P-PU-060
accounts payable, Great Lakes Pilotage Authority	GLP/P-PU-020
accounts payable, Laurentian Pilotage Authority	LPA/P-PU-020
accounts payable, Supply and Services	SSC/P-PE-804
accounts receivable, Agriculture Canada	DOA/P-PU-340
accounts receivable, Atlantic Pilotage Authority	APA/P-PU-010
accounts receivable, Great Lakes Pilotage Authority	GLP/P-PU-015
accounts receivable, Laurentian Pilotage Authority	LPA/P-PU-015
accounts receivable, NRC	NRC/P-PU-045
employment development projects	EIC/P-PU-065
expenditure claims, employees of Agriculture Canada	DOA/P-PE-817
internal, CIDA	IDA/P-PU-020
internal, National Farm Products Marketing Council	FPM/P-PU-020 FPM/P-PU-030
payment for services	CCA/P-PU-010
payments to farmers and contractors	DOA/P-PU-335
revenue accounting and control, Transport Canada	DOT/P-PU-075
Financial Administration Act	
bond registers	BOC/P-PU-005
Financial Officers Recruitment and Development (FORD)	OCG/P-CE-702
Fingerprints	
employees/CSIS	CMP/P-PU-030
employees/National Defence	DND/P-PE-801
employees/RCMP	CMP/P-PU-030
immigrants with criminal records	CMP/P-PU-030
security clearance/RCMP	CMP/P-PU-065
Firearms	
registration	CMP/P-PU-035

Key Words	PIB No.
Fish and fisheries	
applicants to vessel assistance program	DFO/P-PU-030
catch and effort data	DFO/P-PU-055
conservation and protection/enforcement	DFO/P-PU-060
health officials, applications to be	DFO/P-PU-040
insured owners of vessels	DFO/P-PU-015
Kouchibouguac National Park	DOE/P-PU-050
licences/national parks	DOE/P-PU-051
national parks	DOE/P-PU-052
requests for information	DFO/P-PU-045
surveys	DFO/P-PU-075
Fishermen	
applicants for fishing vessel assistance	DFO/P-PU-030
Atlantic commercial, listing of	DFO/P-PU-010
deficiency payments, applications for	DFO/P-PU-005
licensed	DFO/P-PU-060
loans guaranteed by government	DFO/P-PU-035
sales to Canadian Saltfish Corporation	DFO/P-PU-090
Fitness and amateur sport	
research projects	NHW/P-PU-235
service contracts	NHW/P-PU-230
Food industry (see also Agriculture)	
fruit and vegetable, inspection and licensing agents	DOA/P-PU-090
fruit and vegetable production statistics	STC/P-PU-030
inspection and registration of processed products	DOA/P-PU-095
investigations of regulation violation	DOA/P-PU-096
Footwear Canada Scholarship Program applicants	RIE/P-PU-020
Footwear Design Scholarship Program	RIE/P-PU-025
Foreign governments	
detrimental activities, security information	SIS/P-PU-015
detrimental activities, security information/individuals	SIS/P-PU-010
double taxation negotiations	RCT/P-PU-085
individuals' security assessments	SIS/P-PU-005
Foreign students	
case files and records	EIC/P-PU-290
Foreign workers recruitment	EIC/P-PU-146
Forestry	
awareness campaign	DOA/P-PU-236
contractors files	DOA/P-PU-235
surveys	DOA/P-PU-193
timber marking registration	CCA/P-PU-085
France/Canada Exchange Agreement	
scientists	NRC/P-PU-030
Fraud	
criminal intelligence investigations	CMP/P-PU-015
Freight equalization payment records	CLF/P-PU-005
Fuel	
emergency rationing	EMR/P-PU-050
survey of consumption	STC/P-PU-017
tax rebates	RCC/P-PU-055
Fugitive Offenders Act	JUS/P-PU-015

G

Key Words	PIB No.
Gambling	
criminal intelligence investigations	CMP/P-PU-015
Game bird industry	DOA/P-PU-256

Key Words	PIB No.
Garnishees	
Agriculture Canada employees	DOA/P-PE-807
Bank of Canada employees	BOC/P-PE-822
family support payments	JUS/P-PU-125
proceedings, NHW	NHW/P-PE-803
Gasoline tax	
rebates	RCC/P-PU-055
refunds	RCC/P-PU-050
Goods	
seizures by customs	RCC/P-PU-035
Government annuities	
purchaser records	EIC/P-PU-395
Government of Canada bonds	
bond-holder inquiries and estate files	BOC/P-PU-015
bond owners	BOC/P-PU-005
registers of interest paid	BOC/P-PU-010
Governor in Council	
appointments	PCO/P-PU-020
candidates	CMP/P-PU-026
petitions and submissions	PCO/P-PU-010
Grain (see also Agriculture; Crops)	
emergency assistance	DOA/P-PU-185
growers' advance payment records	CWB/P-PU-010
growers' delivery records	CWB/P-PU-015
growers' payment records	CWB/P-PU-005
growers' permit records/quotas	CWB/P-PU-020
industry surveys	DOA/P-PU-193
licensing dealers and elevators	DOA/P-PU-210
producers' railcar allocation	DOA/P-PU-205
producers' unofficial samples	DOA/P-PU-215
special program/evaluation	DOA/P-PU-240
western stabilization program	DOA/P-PU-180
wheat pricing information	DOA/P-PU-145
Grants (see also Assistance, financial; Awards; Fellowships and scholarships)	
agricultural research	DOA/P-PU-136
applicants to international relations program	SHR/P-PU-052
applicants to research communications program	SHR/P-PU-051
applicants to strategic grants program	SHR/P-PU-053
Application Records Management System (GARMS)	SHR/P-PU-035
arts, awards case files	CAC/P-PU-005
arts, integrated media	CAC/P-PU-120
arts, performing	CAC/P-PU-130
audio and video productions	CAC/P-PU-115
broadcasting research	CRT/P-PU-030
Canada Oil Substitution Program (COSP)	EMR/P-PU-025
Canadian Home Insulation Program (CHIP)	EMR/P-PU-020
CIDA	IDA/P-PU-015
emergency cash to veterans	VAC/P-PU-045
explorations program	CAC/P-PU-025
film/holography productions	CAC/P-PU-125
housing rehabilitation and renovation	CMH/P-PU-035
housing, requests for CMHC disclosure of information on	CMH/P-PU-110
housing research grants, administration of CMHC	CMH/P-PU-115
housing technology applicants	CMH/P-PU-090
International Collaborative Research Grants	SER/P-PU-030
international representation (social sciences and humanities)	SHR/P-PU-030
labour research, applicants for	LAB/P-PU-045

Key Words	PIB No.
Grants (*continued*)	
law development	JUS/P-PU-020
medical research applicants	MER/P-PU-045
medical research/university-industry	MER/P-PU-040
natural sciences and engineering research teams	SER/P-PU-010
natural sciences and engineering researchers, individual	SER/P-PU-005
ocean science	DFO/P-PU-025
proposals/peace and security	CIP/P-PU-005
reviewers of proposals	SER/P-PU-050
scholarly exchanges	SHR/P-PU-030
scientific publications	SER/P-PU-040
social sciences and humanities applicants' history	SHR/P-PU-005
social sciences and humanities applications	SHR/P-PU-015
social sciences and humanities strategic	SHR/P-PU-020
standards research	SDC/P-PU-005
technological innovation research	RIE/P-PU-050
Touring Office	CAC/P-PU-135
UNESCO travel and projects applications	CAC/P-PU-105
Grants Applicants Council of Canada	MER/P-PU-005
Grievances	
adjudicated by PSSRB	TBS/P-CE-708
Bank of Canada	BOC/P-PE-835
Canada Post	CPC/P-PE-813
Canadian Forces	DND/P-PE-831
CSIS employees	SIS/P-PE-816
inmates	CSC/P-PU-082
position classifications in the public service	TBS/P-CE-707
public service	SRB/P-CE-701 SRB/P-CE-705
RCMP	CMP/P-PE-804
seaway employees	SLS/P-PE-803
withdrawn from adjudication, public service	TBS/P-CE-712
Grievances (standard bank of information)	
see also identifier P-SE-910, if available, in chapter concerning relevant institution	
Gros Morne National Park	
rabbit snaring and wood cutting/resident status	DOE/P-PU-070
Group Hospital Medical Insurance Plan	DSS/P-CE-703
GTA	
records of calls	DOC/P-PU-070
Guaranteed Income Supplement	
application information	NHW/P-PU-117
benefit payments	NHW/P-PU-115
eligibility appeals	NHW/P-PU-119
identification and income data	RCT/P-PU-040
Guns	
registration	CMP/P-PU-035

H

Key Words	PIB No.
Halifax Relief Commission Continuation Act	
pensions	VAC/P-PU-050
Harbours and ports	
managers	DFO/P-PE-801 DFO/P-PU-070
property leases, licences and agreements	DFO/P-PU-065
Hatcheries	
registered chicken and turkey hatcheries	DOA/P-PU-075

Key Words	PIB No.
Hazardous chemicals	
exposure to	NHW/P-PU-035
Health (see also Occupational health and safety)	
children and air pollution	NHW/P-PU-036
federal central files	NHW/P-PU-020
native and northern people's hospital records	NHW/P-PU-015
problems/statistics	STC/P-PU-075
protection, service contracts	NHW/P-PU-070
public service files	NHW/P-CE-703
renal failure statistics	STC/P-PU-060
research approved by the NHRDP	NHW/P-PU-105
services and promotion advisory and review committees	NHW/P-PU-110
services and promotion service contracts	NHW/P-PU-085
services for veterans (non-pension related)	VAC/P-PU-020
services for veterans (pension related)	VAC/P-PU-030
services statistics	STC/P-PU-075
special household surveys	STC/P-PU-016
veterans benefits	VAC/P-PU-016
Veterans Independence Program	VAC/P-PU-056
WHO fellowships	NHW/P-PU-245
Health sciences	
research grants, applicants for	MER/P-PU-045
research grants, referees	MER/P-PU-025
Herd maintenance assistance program	DOA/P-PU-220
Holography	
grants	CAC/P-PU-125
Homicide statistics	STC/P-PU-025
Honey and maple products	
inspection and registration	DOA/P-PU-095
Hospitals	
northern federal	NHW/P-PU-015
patient statistics	STC/P-PU-055
Host Program for Refugees	EIC/P-PU-226
Housing	
applicants for mortgage assistance	CMH/P-PU-025
CMHC boards and committees	CMH/P-PU-095
CMHC landlords	CMH/P-PU-060
CMHC security investigations	CMH/P-PE-806
Crown	PWC/P-CE-701
Crown-owned in remote areas for EMR employees	EMR/P-PE-802
home improvement loans	CMH/P-PU-045
home ownership loans	CMH/P-PU-005
Indian and Inuit off-reserve	INA/P-PU-005
Indians on reserves	INA/P-PU-010
information mailing lists, CMHC	CMH/P-PU-085
insured loans	CMH/P-PU-040
purchase or lease of CMHC property	CMH/P-PU-050
research candidates, CMHC	CMH/P-PU-080
research grants, administration of CMHC	CMH/P-PU-115
research scholarships and awards	CMH/P-PU-055
Residential Rehabilitation Assistance Program	CMH/P-PU-035
Rural and Native Housing Emergency Repair Program	CMH/P-PU-035
Rural and Native Housing Program	CMH/P-PU-030
special surveys	STC/P-PU-016
Housing Technology Incentives Program	CMH/P-PU-090
Hovercraft	
crew and engineer certification	DOT/P-PU-039

Key Words	PIB No.
Human rights	
complaints	DOT/P-PU-070
complaints against EIC	EIC/P-PU-415
complaints against Treasury Board	TBS/P-PE-803
complaints and investigations/Canada Post	CPC/P-PE-809 CPC/P-PU-096
complaints by NHW employees	NHW/P-PE-801
complaints of discrimination	HRC/P-PU-005
complaints/related to security	SIR/P-PU-015
discrimination/appeals and investigations, PSC	PSC/P-CE-701
discrimination/case files, PSC	PSC/P-PU-005
discrimination, National Defence	DND/P-PU-035
Law Fund	JUS/P-PU-105
litigation files	HRC/P-PU-010
Humanities	
fellowship adjudication records	SHR/P-PU-045
fellowship applicants	SHR/P-PU-010
grant application records	SHR/P-PU-035
grant financial system controls	SHR/P-PU-055
grant statistical analyses	SHR/P-PU-060
registry of grant applicants	SHR/P-PU-040
research grant adjudication records	SHR/P-PU-050
research grant applicants' registry	SHR/P-PU-005
research grant applications	SHR/P-PU-015
strategic grant applications	SHR/P-PU-020
Hunting	
duck/Point Pelee	DOE/P-PU-053

I

Key Words	PIB No.
Identification and Building-Pass Cards (standard bank of information)	
see identifier P-SE-917, if available, in chapter concerning relevant institution	
Identification cards	
Canada Post	CPC/P-PE-823 CPC/P-PU-080
Export Development Corporation	EDC/P-PE-809
Secretary of State	SSC/P-PE-803
Immigration (see also Refugees)	
adjustment assistance	EIC/P-PU-235
Appeal Board records	IAB/P-PU-005
applications and case files	EIC/P-PU-225
case files	DEA/P-PU-015
contracting agencies/settlement and adaptation programs	EIC/P-PU-250
deportation investigations	SIR/P-PU-025
enforcement action/admissibility to Canada	EIC/P-PU-070
enforcement records	EIC/P-PU-270
guarantors of assisted relatives	EIC/P-PU-245
immigrant sponsors	EIC/P-PU-240
inquiry adjudication case files	EIC/P-PU-280
loans	EIC/P-PU-305
medical records	NHW/P-PU-010
minister's permit	EIC/P-PU-300
permanent resident data	EIC/P-PU-230
private visitor/host information	EIC/P-PU-255
refugee claim tracking	EIC/P-PU-320
returning residents' files	EIC/P-PU-275
security and intelligence data	EIC/P-PU-260
security intelligence	EIC/P-PU-265
security screening of individuals	SIS/P-PU-005

Key Words	PIB No.
Immigration (*continued*)	
sponsors of refugees/local groups and incorporated organizations	EIC/P-PU-315
sponsors of refugees/national organizations	EIC/P-PU-310
survey of family class immigrants	EIC/P-PU-380
survey of Indochinese refugees	EIC/P-PU-375
temporary workers	EIC/P-PU-295
visitors case files	EIC/P-PU-285
Imports	
animals and veterinary biologics	DOA/P-PU-011
plants and plant materials	DOA/P-PU-115
seeds	DOA/P-PU-100
unpaid duties	RCC/P-PU-030
Incentive Awards (standard bank of information)	
see identifier P-SE-920, if available, in chapter concerning relevant institution	
Income maintenance beneficiaries	LAB/P-PU-050
Income security (see also Assistance, financial)	
Canadian Forces	DND/P-PE-808
eligibility appeals	NHW/P-PU-119
international social security	NHW/P-PU-170
native peoples	INA/P-PU-020
Income tax (see also Taxes)	
Canada Pension Plan	RCT/P-PU-075
centralized individual accounts	RCT/P-PU-055
certification of cultural property	CPE/P-PU-010
child tax credit	RCT/P-PU-062
complaints and representations	RCT/P-PU-110
deduction reporting records	RCT/P-PU-125
delinquent taxpayers	RCT/P-PU-050
foreign countries/double taxation	RCT/P-PU-085
individual accounts/collection	RCT/P-PU-050
individual interpretation rulings	RCT/P-PU-090
individual rulings/unemployment and Canada Pension Plan benefits	RCT/P-PU-070
individual taxpayers' returns	RCT/P-PU-005
insurable employment appeals	RCT/P-PU-080
investigation of wrongdoing/employees of Revenue Canada, Taxation	RCT/P-PE-803
non-compliance identification	RCT/P-PU-025
non-resident information returns	RCT/P-PU-065
payroll audits	RCT/P-PU-120
petroleum and gas production revenue	RCT/P-PU-060
petroleum and gas revenue, returns	RCT/P-PU-010
retirement compensation refund accounts	RCT/P-PU-061
selected regional information/rapid access	RCT/P-PU-045
special returns (RRSP, RHOSP)	RCT/P-PU-020
tax avoidance investigations	RCT/P-PU-035
tax evasion investigations	RCT/P-PU-030
taxpayer master file	RCT/P-PU-040
taxpayer problem resolution	RCT/P-PU-115
trust information returns	RCT/P-PU-015
unemployment insurance payment appeals	RCT/P-PU-075
Indians see Native peoples	
Industrial Research Assistance Program	NRC/P-PU-026
Industry	
design registration index	CCA/P-PU-080
mediators and conciliators for disputes	LAB/P-PU-035
research grants	MER/P-PU-040
security clearance and reliability records	DSS/P-PU-015
trade mark register	CCA/P-PU-090
Infant deaths caused by birth defects	NHW/P-PU-075
Inmates see Penitentiaries and inmates	
Insider trading	
qualified individuals or corporations	CCA/P-PU-092
Inspection officers	
for the Atomic Energy Control Board	AEC/P-PU-010
Insulation	
CHIP grants	EMR/P-PU-020
Insurance	
Canadian Forces	DND/P-PE-808
discrimination complaints	HRC/P-PU-005
public servants	DSS/P-CE-703
public service/pre-1954	SFI/P-PU-005
Insurance, deposit	
payments to depositors	CDI/P-PU-005
Intelligence activities	
criminal investigations	CMP/P-PU-015
criminal investigations/Canadian ports	CPO/P-PU-035
customs violators	RCC/P-PU-020
Interchange Canada	
applicants for Interchange Canada	PSC/P-CE-754
international assignment applicants	PSC/P-PU-074
international assignments	PSC/P-CE-729 PSC/P-CE-733 PSC/P-PU-073
inventory of applicants	PSC/P-PU-068
management resources information	PSC/P-CE-734
management resources information system (MRIS)	PSC/P-PU-085
participant files	PSC/P-PU-069
International affairs	
agricultural projects	DOA/P-PE-806
security information/individuals	SIS/P-PU-010 SIS/P-PU-015
International Collaborative Research Grants	SER/P-PU-030
International development research	
awards	IDR/P-PU-005
IDRC employee information	IDR/P-PE-801
IDRC employee medical records	IDR/P-PE-803
International exchanges and visits	
scientists	NRC/P-PU-030
International Labour Organization (ILO) files	LAB/P-PU-060
International Scientific Exchange Awards	SER/P-PU-030
International Telecommunication Union	
membership in technical consultative committees	DOC/P-PU-055
Internment camps, Canadians held in	PAC/P-PU-015
Inventions	
assessment	NRC/P-PU-010
inventory of inventors	CCA/P-PU-055
patents of	CCA/P-PU-060
Investigations	
food production regulations, violations	DOA/P-PU-096
Irrigation	
demonstration program, PFRA	DOA/P-PU-220
Izaak Walton Killam Memorial Prize	CAC/P-PU-160

Key Words	PIB No.
J	
Jacques Cartier and Champlain Bridges	
accident claims	SLS/P-PU-125
accounts payable	SLS/P-PU-130
accounts receivable	SLS/P-PU-135
construction, maintenance and repair contracts	SLS/P-PU-150
easements	SLS/P-PU-170
letters patent	SLS/P-PU-180
passes	SLS/P-PE-801
professional service contracts	SLS/P-PU-155
property and services to be leased or licensed	SLS/P-PU-175
property to be expropriated or purchased	SLS/P-PU-165
purchase orders and tenders	SLS/P-PU-145
service contracts	SLS/P-PU-160
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Job Development Program	EIC/P-PU-066
follow-up results	EIC/P-PU-101
Job Entry Program	
follow-up results	EIC/P-PU-101
trainee documentation	EIC/P-PU-054
Job Finding Clubs for refugees	EIC/P-PU-381
Johne's Disease	
livestock test reports	DOA/P-PU-045
Judges	
complaints against federally-appointed	JUS/P-PU-060
Jules and Gabrielle Léger Fellowship	
applicants	SHR/P-PU-010
K	
Killam prize	
candidates list	CAC/P-PU-160
Killam Research Fellowship	CAC/P-PU-155
Knowledge Source Index data bank	NRC/P-PU-035
Kouchibouguac National Park	
fishing rights	DOE/P-PU-050
L	
Labour	
department financial information	LAB/P-PU-055
employee secondment files	LAB/P-CE-702
force survey	STC/P-PU-015
force tracking surveys (1977 and 1978)	RIE/P-PU-040
funding allocation	LAB/P-PU-063
funding applicants	LAB/P-PU-062
international conferences/accounts payable	LAB/P-PU-060
market development/industrial training programs	EIC/P-PU-050
market development/program assessment	EIC/P-PU-100
market development/training programs	EIC/P-PU-045
market development/wage subsidies	EIC/P-PU-090
market development/work sharing	EIC/P-PU-085
market survey/unemployment insurance claimants	EIC/P-PU-326
research applicants	LAB/P-PU-061
research grants, applicants for	LAB/P-PU-045
Labour Adjustment Benefits (LAB) Program	LAB/P-PU-050
Labour relations	
grievances/Canada Post	CPC/P-PE-813
National Arts Centre	NAC/P-PE-801
Land (see also Property)	
lease holders on Indian lands	INA/P-PU-100
register of surveyors	PWC/P-PU-025
registry and administration of territorial	INA/P-PU-150
registry of Indian lands	INA/P-PU-090
stabilization and rehabilitation	DOA/P-PU-220
surplus federal	PWC/P-PU-035
veterans' estates	VAC/P-PU-075
veterans' land administration	VAC/P-PU-060
Landlords	
offering accommodation to the government	PWC/P-PU-010
property leased by CMHC	CMH/P-PU-060
property leased by the government	PWC/P-PU-005
Language Training Module (LTM)	TBS/P-CE-704
Law	
contributions for public education	JUS/P-PU-075
development research grants	JUS/P-PU-020
financial assistance for public information	JUS/P-PU-110
human rights/financial assistance	JUS/P-PU-105
reform, criminal/financial assistance	JUS/P-PU-050
scholarships	JUS/P-PU-040
student exchange program	JUS/P-PU-100
summer research assistants program	JUS/P-PU-055
Young Offenders Program Development Fund	JUS/P-PU-115
Young Offenders Systems Development Fund	JUS/P-PU-120
Law enforcement	
auxiliary police/RCMP	CMP/P-PE-809
criminal intelligence records	SGC/P-PU-026
disclosures of personal information	DEA/P-PU-040
RCMP operational records	SGC/P-PU-050
RCMP personnel and administrative records	SGC/P-PU-045
requests for disclosure to investigative bodies	CMP/P-PU-050
research projects	SGC/P-PU-020
Law Reform Commission of Canada	JUS/P-PU-075
Lawyers	
appointed agents of the Minister of Justice	JUS/P-PU-025
contracts with Department of Justice	JUS/P-PU-095
Layoffs	
labour force tracking surveys (1977 and 1978)	RIE/P-PU-040
Legal affairs	
advice and opinions	CPC/P-PU-110
advice and opinions/Canada Post	CPC/P-PE-827
advice to fe[illegible]l government	JUS/P-PU-010
contributions to research	JUS/P-PU-075
fellowships in drafting legislation	JUS/P-PU-030
research services, Law Reform Commission	LRC/P-PU-005
Legal aid	
Canadian Forces/US military personnel serving in Canada	DND/P-PE-857
service to veterans claiming pensions or allowances	VAC/P-PU-090
Legal information projects, public	
project leaders under Summer Job Corps Program	JUS/P-PU-045
project leaders under Summer Youth Employment Program	JUS/P-PU-080

Key Words	PIB No.
Letter carriers	
transportation contracts	CPC/P-PU-035
Library, national	
financial transactions	PAC/P-PU-005
Library services	
computerized information service	NLC/P-PU-005
reference requests to National Library	NLC/P-PU-015
research facility users	NLC/P-PU-010
Licences	
applications for air service	NTA/P-PU-015
broadcasting applicants	CRT/P-PU-035
custom house brokers	RCC/P-PU-025
explosives	EMR/P-PU-005
fishing/national parks	DOE/P-PU-051
grain dealers/elevators	DOA/P-PU-210
marine carriers in the north	NTA/P-PU-025
national parks	DOE/P-PU-045
radio stations, non-broadcasting	DOC/P-PU-010
radio operators	DOC/P-PU-005
radio, television, telecommunications	CRT/P-PU-010
small vessels	DOT/P-PU-042
Life insurance	
veterans	VAC/P-PU-035
Livestock (see also Agriculture; Animals; Farming)	
artificial insemination	DOA/P-PU-055
bovine tuberculosis tests	DOA/P-PU-030
breeders' inventory	DOA/P-PU-150
brucellosis tests	DOA/P-PU-040
development and production	DOA/P-PU-310
disease investigations	DOA/P-PU-025
drought assistance	DOA/P-PU-220
embryo transfers	DOA/P-PU-035
emergency assistance	DOA/P-PU-185
exports	DOA/P-PU-020
feed production and development	DOA/P-PU-305
feed production/New Brunswick	DOA/P-PU-315
feed subsidies/Newfoundland	DOA/P-PU-260
freight equalization payments to producers	CLF/P-PU-005
Johne's Disease (paratuberculosis)	DOA/P-PU-045
medicated feed producers	DOA/P-PU-111
reportable disease investigation	DOA/P-PU-050
statistics	STC/P-PU-030
swine garbage feeder operations	DOA/P-PU-060
transportation	DOA/P-PU-005
veterinary certification	DOA/P-PU-026
Livestock and Livestock Products Act	
registered hatcheries	DOA/P-PU-075
stockyard dealers	DOA/P-PU-160
stockyard members and employees	DOA/P-PU-155
Loan sharking	
criminal intelligence investigations	CMP/P-PU-015
Loans see Assistance, financial	
Local Economic Development Assistance Program (LEDA)	EIC/P-PU-070
Local Employment Assistance and Development program (LEAD) projects (formerly LEAP and LEDA)	EIC/P-PU-115
Local Employment Assistance Program (LEAP)	EIC/P-PU-070
Long Term Disability Plan	DSS/P-CE-703
Lord's Day Act	
applications from motor vehicle carriers	NTA/P-PU-035

M

Key Words	PIB No.
Mail	
inquiries, complaints, claims	CPC/P-PU-030
investigations into illegal use	CPC/P-PE-824 CPC/P-PU-085
theft investigations	CPC/P-PU-085
transportation contracts	CPC/P-PU-035
Mailing lists	
coins	RCM/P-PU-010 RCM/P-PU-015
scientific information and publications	NRC/P-PU-080
stamp clubs	CPC/P-PU-010
Manuscripts, scientific	
submitted for publication	NRC/P-PU-040
Marine engineer certificates of competency	DOT/P-PU-035
Marketing	
agricultural producers and distributors/PEI	DOA/P-PU-255
fresh fruits and vegetables	DOA/P-PU-090
poultry products	DOA/P-PU-081
Marriages	
statistics	STC/P-PU-035
Medals	
wartime, unclaimed by veterans	VAC/P-PU-110
Media accreditation	
applicants for	CMP/P-PU-060
Medical advisors	
to the Atomic Energy Control Board	AEC/P-PU-005
Medical follow-up study files, long-term	STC/P-PU-076
Medical practitioners, independent	
EIC/second opinion for claimants	EIC/P-PU-190
Medical records	
Canadian Regular Forces and dependants	DND/P-PE-810
immigration	NHW/P-PU-010
prosthetic	NHW/P-PU-025
public servants	NHW/P-CE-701
regular and civilian members/RCMP	CMP/P-PE-808
veterans	VAC/P-PU-020 VAC/P-PU-030 VAC/P-PU-055 VAC/P-PU-056
Yukon miners	INA/P-PU-160
Medications	
statistics	STC/P-PU-075
Merchant seamen	
records of service	DOT/P-PU-040
unclaimed wartime awards	VAC/P-PU-110
wartime service allowances and pensions	VAC/P-PU-040
Merchant Seamen Compensation Act	LAB/P-PU-030
Merit award program	
Department of National Defence	DND/P-PE-826
Merit listings	
Canadian Forces (non-commissioned members)	DND/P-PE-841
Canadian Forces (officers)	DND/P-PE-840
Metals, heavy	
exposure to	NHW/P-PU-005
Methadone, practitioners authorized to purchase, prescribe or dispense	NHW/P-PU-060
Migratory birds	
permit information	DOE/P-PU-005
Military see Canadian Forces	
Mining	
Yukon miners' medical records	INA/P-PU-160

Key Words	PIB No.
Ministerial/presidential correspondence	
Canada Post	CPC/P-PE-826
	CPC/P-PU-100
Minorities, visible	
survey of public servants	TBS/P-CE-706
Mint	
computerized purchasers' list	RCM/P-PU-015
customer records	RCM/P-PU-020
labour time reports	RCM/P-PE-801
mail orders	RCM/P-PU-005
Mortgage Backed Securities Program	
National Housing Act	CMH/P-PU-125
Mortgage Rate Protection Program (MRPP)	CMH/P-PU-105
Mortgages	
Canada Mortgage Renewal Program (CMRP)	CMH/P-PU-025
Canadian Home-Ownership Stimulation Plan (CHSP)	CMH/P-PU-025
CMHC guarantee of payment on securities	CMH/P-PU-125
CMHC lawyers and notaries	CMH/P-PU-065
CMHC remittance to investors	CMH/P-PU-020
insured loans	CMH/P-PU-040
loan accounts administered by CMHC	CMH/P-PU-005
National Housing Act files	CMH/P-PU-015
rate protection	CMH/P-PU-105
requests for CMHC disclosure of information	CMH/P-PU-110
Motor vehicles	
accident claims	CCA/P-PU-020
accident claims/museum employees	NMC/P-PE-801
accidents, awards, training/Canada Post	CPC/P-PE-825
accidents, Department of National Defence	DND/P-PU-005
accidents/Canada Post	CPC/P-PU-050
operator information, Canada Post	CPC/P-PE-825
proposed acquisition of bus and truck companies	NTA/P-PU-030
Sunday transportation of goods	NTA/P-PU-035
Museum collection	
evaluation for taxes and insurance	NMC/P-PU-005
Musicians	
National Arts Centre	NAC/P-PU-015
	NAC/P-PU-020
	NAC/P-PU-025
	NAC/P-PU-030
	NAC/P-PU-035

N

Key Words	PIB No.
National Battlefields Commission	
employee records	DOE/P-PE-801
National Cancer Incidence Reporting System	STC/P-PU-065
National capital	
accident claims	NCC/P-PU-015
camper registration records	NCC/P-PU-065
commissioners and NCC committee members	NCC/P-PU-005
contractors, NCC catalogue of	NCC/P-PU-020
personal service contracts, NCC	NCC/P-PU-025
property management records, NCC	NCC/P-PU-050
property transaction records, NCC	NCC/P-PU-045
tenant records, NCC	NCC/P-PU-040
tenants of the NCC	NCC/P-PU-035
violation of laws concerning Gatineau Park	NCC/P-PU-060
violation of laws concerning NCC property	NCC/P-PU-055
volunteers' registry	NCC/P-PU-070
National Crime Prevention Week	SGC/P-PU-070
National Defence Act	
court martial proceedings	DND/P-PE-830
National Defence fingerprint file	DND/P-PE-801
National Directory of Community Shelter Planners	PWC/P-PU-060
National Dosimetry Service	NHW/P-PU-080
National Graduates Survey	STC/P-PU-100
National Health Research and Development Program (NHRDP)	NHW/P-PU-100
activities approved for funding	NHW/P-PU-105
National Housing Act	
home improvement loans	CMH/P-PU-045
insured loans	CMH/P-PU-040
loan files	CMH/P-PU-015
mortgage assistance	CMH/P-PU-025
mortgages	CMH/P-PU-125
research scholarships and awards	CMH/P-PU-055
National Indigenous Development Program	
seconded employees	PSC/P-PE-804
National Industrial Training Program	
participant follow-up	EIC/P-PU-345
National Institutional Training Program	EIC/P-PU-045
follow-up	EIC/P-PU-100
participant follow-up	EIC/P-PU-340
National Personnel Records Centre	PAC/P-CE-701
National Registration Records, 1940	STC/P-PU-010
National Search and Rescue Secretariat	DND/P-PU-050
National Welfare Fellowships	NHW/P-PU-190
Native Economic Development Program (NEDP)	RIE/P-PU-060
Native peoples (see also Employment equity)	
adult care services	INA/P-PU-030
affirmative action lists/NRC	NRC/P-PE-802
applicants to the public service	PSC/P-CE-708
	PSC/P-PU-015
band financial information	INA/P-PU-095
economic development assistance	INA/P-PU-075
education by DIAND	INA/P-PU-045
education, post-secondary	INA/P-PU-050
employment equity, Bank of Canada	BOC/P-PE-817
employment equity in the public service	PSC/P-CE-758
employment/public service	PSC/P-PE-804
Eskimo Loan Fund	INA/P-PU-135
exposure to heavy metals	NHW/P-PU-005
family and children services	INA/P-PU-025
farm credit loans to Indians	INA/P-PU-085
financial assistance	INA/P-PU-080
grants for advancement of Inuit culture	INA/P-PU-145
grants to law students	JUS/P-PU-035
health centre records	NHW/P-PU-020
hospital care records	NHW/P-PU-015
housing repair assistance	CMH/P-PU-035

Key Words	PIB No.
Native peoples (*continued*)	
Indian Acts: registered Indians and band members	INA/P-PU-110
Indian and Métis artists	INA/P-PU-200
Indian band trust funds	INA/P-PU-120
Indian estates and savings	INA/P-PU-105
Indian individual's trust funds	INA/P-PU-125
Indian lands, lease holders	INA/P-PU-100
Indian lands registry	INA/P-PU-090
Indians, treaty and interest payments to	INA/P-PU-130
Inuit art	INA/P-PU-146
Inuktitut language development	INA/P-PU-175
leasing agreements	INA/P-PU-095
off-reserve housing assistance	INA/P-PU-005
on-reserve housing assistance	INA/P-PU-010 INA/P-PU-015
on-the-job training	INA/P-PU-170
operation of DIAND schools	INA/P-PU-055
public servants, survey of	TBS/P-CE-706
residence and group home students	INA/P-PU-035
Rural and Native Housing Program	CMH/P-PU-030
scholarships	INA/P-PU-060
social assistance	INA/P-PU-020
student boarding	INA/P-PU-040
treaty obligations	INA/P-PU-115
vocational counselling	INA/P-PU-165
NATO	
Agriculture Canada employees	DOA/P-PE-804
forces in Canada/damage claims	DND/P-PU-020
Natural sciences research	
fellowships and scholarships	SER/P-PU-015
grant applications, group	SER/P-PU-010
grant applications, individual	SER/P-PU-005
grants to senior university researchers	SER/P-PU-020
membership in NSERC, files concerning	SER/P-PU-025
reviewers of grant proposals	SER/P-PU-050
New Brunswick	
livestock feed production	DOA/P-PU-315
New Employment Expansion and Development (NEED) program	EIC/P-PU-130
project funding	EIC/P-PU-120
Newfoundland	
livestock feed subsidies	DOA/P-PU-260
Newfoundland Forces (World War II) personnel records	PAC/P-CE-713
Non-public fund (NPF) employees of the Canadian Forces	DND/P-PE-803
applicant and benefits programs file	DND/P-PE-804
personnel index card	DND/P-PE-802
Northern Careers Program	
applicants inventory	PSC/P-CE-708
participants	PSC/P-CE-758
Nova Scotia	
vegetable enterprise study	DOA/P-PU-230
NRC journals	
manuscripts	NRC/P-PU-040
NRC/CNRS Scientific Cooperation Program	NRC/P-PU-030

Key Words	PIB No.
Nuclear energy	
advisory committees/AECB	AEC/P-PE-801
employee examination records	AEC/P-PU-015
fallout protection, directory of community shelter planners	PWC/P-PU-060
fallout protection, register of shielding analysts	PWC/P-PU-055
operators and training/reactors	AEC/P-PU-020
personal service contracts/Control Board	AEC/P-PU-040
personnel information/reactors	AEC/P-PU-025
radiation exposure records	AEC/P-PE-802
radiation hazards	NHW/P-PU-080
staff inspectors/AECB	AEC/P-PE-803
temporary assistance records/Control Board	AEC/P-PU-030
Numismatic products	
computerized purchasers' list	RCM/P-PU-015
Nurses, registered	
statistics	STC/P-PU-050
Nursing assistants	
training in veterans' institutions	VAC/P-PU-105
Nursing station files, federal	NHW/P-PU-020

O

Key Words	PIB No.
Occupational health and safety (see also Health)	
Canada Post	CPC/P-PE-808
CSIS employees	SIS/P-PE-813
employee accident and illness records	BOC/P-PE-831
Export Development Corporation	EDC/P-PE-806
hazardous chemical exposure	NHW/P-PU-035
heavy metal exposure	NHW/P-PU-005
inspection officers under Atomic Energy Control Regulations	AEC/P-PU-010
licensing of provincial inspectors	LAB/P-PU-020
marine accident investigation	DOT/P-PU-052
medical advisers to the AECB	AEC/P-PU-005
radiation exposure	NHW/P-PU-080
railway employees	NTA/P-PE-801
safety officers' decisions referred to PSSRB	SRB/P-CE-710
sources of information	OHS/P-PU-005
Yukon miners	INA/P-PU-160
Occupational Safety and Health (standard bank of information)	
see also identifier P-SE-907, if available, in chapter concerning relevant institution	
Ocean science	
applications for grants	DFO/P-PU-025
manuscript reviews	DFO/P-PU-020
Oceanographic data	
requests for information	DFO/P-PU-045
Officer Candidate Training plan	
Canadian Forces	DND/P-PE-847

Key Words	PIB No.
Official languages	
complaints and audits	COL/P-PE-801 COL/P-PU-005
complaints/employees of Health and Welfare Canada	NHW/P-PU-280
employees of Bank of Canada	BOC/P-PE-826
employees of CSIS	SIS/P-PE-812
employees of Export Development Corporation	EDC/P-PE-805
employees of External Affairs	DEA/P-PE-803
employees of Health and Welfare Canada	NHW/P-PU-270
information distribution lists	COL/P-PU-010
orientation interview reports	PSC/P-PU-100
PSC assessment of second language examiners	PSC/P-CE-715
PSC exclusion order records	PSC/P-CE-717
PSC language review committee files	PSC/P-CE-716 PSC/P-PU-045
PSC language training files	PSC/P-CE-741 PSC/P-PU-110
PSC language training requests	PSC/P-CE-740
PSC orientation interview reports	PSC/P-CE-739
PSC questionnaire and diagnostic test results	PSC/P-CE-736 PSC/P-PU-115
PSC second language assessment	PSC/P-CE-714 PSC/P-PU-035
PSC second language evaluation test results	PSC/P-CE-718 PSC/P-PU-030
public service training	PSC/P-PE-811
requests for information	COL/P-PE-802
requests to PSC for language training	PSC/P-PU-105
training assignment program	TBS/P-CE-713
training of public servants	TBS/P-CE-704
training results/Health and Welfare Canada	NHW/P-PU-275
Official Languages (standard bank of information)	
see also identifier P-SE-906, if available, in chapter concerning relevant institution	
Official Languages Information System (OLIS)	TBS/P-CE-703
Oil and gas exploration	
divers	EMR/P-PU-045
financial assistance	EMR/P-PU-055
Oil substitution	
COSP grants	EMR/P-PU-025
Old Age Security	
application information	NHW/P-PU-116
benefit payments	NHW/P-PU-115
benefits, application information	NHW/P-PU-175
benefits applications, domestic and foreign	NHW/P-PU-170
eligibility appeals	NHW/P-PU-119
on-line alpha index	NHW/P-PU-121
requests for disclosure	NHW/P-PU-177
Ontario	
assistance to storm-damaged farms	DOA-P-PU-250
assistance to tobacco producers	DOA/P-PU-270
soil-tillage survey	DOA/P-PU-275
Order of Canada nominees in sport or recreation	NHW/P-PU-240
Outreach Program	
project administration	EIC/P-PU-030
P	
Pardons	
case files on	NPB/P-PU-010
penitentiary inmates	CSC/P-PU-110
Paris Studios Program case files	CAC/P-PU-015
Parking	
Agriculture Canada employees	DOA/P-PE-816
applications, medical justification/ Secretary of State	SSC/P-PE-802
Bank of Canada employees	BOC/P-PE-842
Canada Post employees and contractors	CPC/P-PE-817 CPC/P-PU-045
Export Development Corporation	EDC/P-PE-808
Parking (standard bank of information)	
see also identifier P-SE-914, if available, in chapter concerning relevant institution	
Parks, national	
back country visitor registration	DOE/P-PU-067
camper registration	DOE/P-PU-068
camper registration/national capital	NCC/P-PU-065
fishing statistics	DOE/P-PU-052
hazardous activity registration	DOE/P-PU-068
leaseholds and licences	DOE/P-PU-045
legal investigations	DOE/P-PE-805 DOE/P-PU-074
resource use	DOE/P-PU-071
specimen collecting permits	DOE/P-PU-061
visitor registration	DOE/P-PU-085
visitor reservations	DOE/P-PU-066
visitor surveys	DOE/P-PU-060 DOE/P-PU-065
Parole (see also Penitentiairies and inmates)	
case files and board decisions	NPB/P-PU-005
Passenger manifests	
advance booking charter flights	NTA/P-PU-020
Passports	
denials or restrictions	DEA/P-PU-020
lost or stolen, persons having	CMP/P-PU-040
refugees	DEA/P-PU-025
regular/official travel	DEA/P-PU-030
Patent agents	
histories of	CCA/P-PU-070
register of	CCA/P-PU-065
Patents	
applications for	CCA/P-PU-055
of inventions	CCA/P-PU-060
Pay and benefits	
Bank of Canada	BOC/P-PE-820
Canada Post	CPC/P-PE-815
Canadian Forces	DND/P-PE-858
Pay and Benefits (standard bank of information)	
see also identifier P-SE-904, if available, in chapter concerning relevant institution	

Key Words	PIB No.
Penitentiaries and inmates	
admission and discharge records	CSC/P-PU-025
complaints	OCI/P-PU-005
disciplinary measures against offenders	CSC/P-PU-045
education and training records	CSC/P-PU-050
employee awards	CSC/P-PE-801
employee work performance and training	CSC/P-PE-802
employment in prison and the community	CSC/P-PU-055
grievances	CSC/P-PU-082
health care records	CSC/P-PU-060
injury compensation	LAB/P-PU-025
inmate sentences, administration of	CSC/P-PU-075
military detention	DND/P-PE-863
notifications to offenders	CSC/P-PU-040
pardons	CSC/P-PU-110
parole, case studies	NPB/P-PU-005
personal effects	CSC/P-PU-025
psychiatric treatment	CSC/P-PU-061
psychological records	CSC/P-PU-070
records of visits and correspondence	CSC/P-PU-080
release records	CSC/P-PU-030
security incidents	CSC/P-PU-065
sensitive information on offenders	CSC/P-PU-035
staffing competitions	CSC/P-PU-100
volunteer workers, records on	CSC/P-PU-090
work opportunities, groups creating	CSC/P-PU-095
Penitentiary Inmate Compensation Regulations	LAB/P-PU-025
Pension fund contributions	
Canadian government annuities	EIC/P-PU-395
Pensions	
appeals	PAB/P-PU-005
appeals by veterans	VAC/P-PU-080 VAC/P-PU-095
Canadian Forces	DND/P-PE-859
disability treatment benefits for veterans	VAC/P-PU-030
disability/CPP	NHW/P-PU-165
discrimination complaints	HRC/P-PU-005
eligibility appeals/CPP	NHW/P-PU-176
Halifax Relief Commission Pension Continuation Act	VAC/P-PU-050
income tax/refundable accounts	RCT/P-PU-061
pensionable earnings/CPP	NHW/P-PU-149
requests for disclosure/CPP and OAS	NHW/P-PU-177
retirement benefit applications to CPP	NHW/P-PU-146
survivors' benefit applications to CPP	NHW/P-PU-147
veterans	VAC/P-PU-055
wartime service	VAC/P-PU-040
Performance Reviews and Employee Appraisals (standard bank of information)	
see identifier P-SE-912, if available, in chapter concerning relevant institution	
Performing Arts Venture Capital Fund	CAC/P-PU-135
Permanent residents	
return permits	EIC/P-PU-275
Permits	
permanent residents return	EIC/P-PU-275
specimen collecting/national parks	DOE/P-PU-061
PERSFILE Automated Index System	PAC/P-CE-701
Personal Harassment (standard bank of information)	
see identifier P-SE-919, if available, in chapter concerning relevant institution	
Pesticides	
research	DOA/P-PU-135
Petitions and submissions to the Governor in Council	PCO/P-PU-010
Petroleum and gas	
tax payments on production revenue	RCT/P-PU-060
taxpayer returns on revenue tax	RCT/P-PU-010
Philatelic services see Postage stamps	
Photographic slides	
Canadian artists	CAC/P-PU-080
Pilot's Establishment Book	PPA/P-PU-030
Pilotage services	
Pacific/accounts payable	PPA/P-PU-020
Pacific/accounts receivable	PPA/P-PU-015
Pacific/applications for employment	PPA/P-PU-025
Pacific/contracts	PPA/P-PU-005
Pacific/procurement	PPA/P-PU-010
Pilots, marine	
register, Atlantic	APA/P-PE-801 APA/P-PU-025
register, Great Lakes	GLP/P-PE-801 GLP/P-PU-030
register, Pacific	PPA/P-PE-801 PPA/P-PU-030
register, St. Lawrence	LPA/P-PE-801 LPA/P-PU-030
Pipelines	
employment applications to NPA	NPA/P-PU-005
expenditure records of the Northern Pipeline Agency	NPA/P-PU-015
service contracts with Northern Pipeline Agency	NPA/P-PU-010
Point Pelee National Park	
duck hunting	DOE/P-PU-053
Police (see also RCMP)	
personnel operational records/RCMP	SGC/P-PU-050
records relating to security and safety	SGC/P-PU-026
veterans pensions/RCMP	VAC/P-PU-055
Pollution see Environment	
Population censuses	
microfilmed records	STC/P-PU-005
refusal to complete	STC/P-PU-120
test surveys	STC/P-PU-007
Pornography	
criminal intelligence investigations	CMP/P-PU-015
Portable Wage Subsidy Program	EIC/P-PU-090
Post-Graduate Training Selection Board	
Canadian Forces	DND/P-PE-848
Post office	
applications and service for boxes	CPC/P-PU-005
contracts for retail outlets	CPC/P-PU-020
savings banks account information	CPC/P-PU-055
Postage stamps	
clubs, customer inquiries and mailing list	CPC/P-PU-010
designs/designers	CPC/P-PU-025
vendors/sales and permits	CPC/P-PU-015
Postal-related crimes	
investigations	CPC/P-PE-824 CPC/P-PU-085
Postal service	
board of directors/Canada Post	CPC/P-PU-105
Poultry see Agriculture	

Key Words	PIB No.
Privacy Act	
protection of, under the Criminal Code	SGC/P-PU-035
requests for access/DIAND	INA/P-PU-190
requests for access/EIC	EIC/P-PU-405
requests for access/National Museums	NMC/P-PU-030
requests for disclosure/Canada Council	CAC/P-PU-140
requests for disclosure/Consumer and Corporate Affairs	CCA/P-PU-009
requests for disclosure/Correctional Services	CSC/P-PU-089
requests for disclosure/DIAND	INA/P-PU-195
requests for disclosure/EIC	EIC/P-PU-400
requests for disclosure/Fisheries and Oceans	DFO/P-PU-085
requests for disclosure/National Defence	DND/P-PE-854
requests for disclosure/RCMP	CMP/P-PU-050
requests for disclosure/RIE	RIE/P-PE-801
requests for disclosure/Statistics Canada	STC/P-PE-802
requests for information/Agriculture	DOA/P-PU-195
requests for information/Customs and Excise	RCC/P-PU-070
requests for information/Energy, Mines and Resources	EMR/P-PU-030
requests for information/Finance	FIN/P-PU-015
requests for information/National Defence	DND/P-PU-030
requests for information/Treasury Board	TBS/P-PU-010
Property (see also Land)	
acquisition/Canada Ports Corporation	CPO/P-PU-015
appraisers	PWC/P-PU-030
expropriated and purchased, Jacques Cartier and Champlain Bridges	SLS/P-PU-165
expropriated and purchased, Seaway International Bridge	SLS/P-PU-105
expropriated and purchased, St. Lawrence Seaway	SLS/P-PU-055
lease and licence, St. Lawrence Seaway	SLS/P-PU-060
lease or licence, Jacques Cartier and Champlain Bridges	SLS/P-PU-175
lease or licence, Seaway International Bridge	SLS/P-PU-110
leased from Public Works	PWC/P-PU-020
leased in national parks	DOE/P-PU-045
management	DOA/P-Pu-345 NCC/P-PU-050 PWC/P-PU-015
purchase and management/Canada Post	CPC/P-PU-040
rental records/NCC	NCC/P-PU-035
rented by federal government	PWC/P-PU-005
sales, Jacques Cartier and Champlain Bridges	SLS/P-PU-180
sales, St. Lawrence Seaway	SLS/P-PU-050
surplus	PWC/P-PU-035
transaction records/NCC	NCC/P-PU-045
veterans	VAC/P-PU-065
Proposals, unsolicited	
grants for peace and security	CIP/P-PU-005
received by DOC	DOC/P-PU-050
received by EMR	EMR/P-PU-040
received by National Research Council	NRC/P-PU-026
Prosecutions	
legal files/federal statutes	JUS/P-PU-015
Prospectors' Assistance Program	
applications for grants	INA/P-PU-155

Key Words	PIB No.
Prosthetics	
accounting records	NHW/P-PU-030
medical records	NHW/P-PU-025
Prostitution	
criminal intelligence investigations	CMP/P-PU-015
Protected persons, internationally	
security assessments	CMP/P-PU-025
Provinces	
regulatory agency registrants	CMP/P-PU-020
Provincial government	
individuals' security assessments	SIS/P-PU-005
Psychiatric treatment centres	
federal inmates	CSC/P-PU-061
Public Lending Right Commission	CAC/P-PU-150
Public Officers' Guarantee Regulations	
Revenue Canada Customs and Excise	RCC/P-PE-803
Public service (see also Employees; Staffing)	
access request data banks	PSC/P-PU-120
adjudication of grievances	TBS/P-CE-708
annuitants under old pension acts, statistics on	DSS/P-CE-701
anti-discrimination case files	PSC/P-CE-701
appeal hearing files	PSC/P-CE-702
applicant inventory	PSC/P-CE-708 PSC/P-PU-015
applicant inventory referrals	PSC/P-PU-020
applications for consent to prosecute	SRB/P-CE-707
applications for employment	PSC/P-CE-744
appointment information	PSC/P-CE-722
appointments/EDP statistics	PSC/P-CE-761
attendance and leave	PSC/P-PE-808 TBS/P-CE-718
auditors, career development	OCG/P-CE-701
CAP and SDP nominees	PSC/P-CE-751
Career Assignment Program assessment and career counselling data	PSC/P-CE-724
Career Assignment Program assessments	PSC/P-CE-726 PSC/P-PU-055
Career Assignment Program nominees	PSC/P-PU-060
Career Assignment Program participants	PSC/P-CE-725 PSC/P-PU-050
compensation records	LAB/P-CE-701
complaints of unfair practices	SRB/P-CE-703
complaints under Canada Labour Code	SRB/P-CE-709
course registration information	PSC/P-CE-735
Crown housing	PWC/P-CE-701
current appointments	PSC/P-CE-761
determination of designated positions	SRB/P-CE-708
disabled persons, employment for	PSC/P-CE-758
disabled persons, survey of	TBS/P-CE-706
emergency response registry/Public Works	PWC/P-PU-065
employee assistance/Communications	DOC/P-PE-803
employee exclusion records	TBS/P-CE-714
employee position abandonment	PSC/P-CE-713
employee redeployment	PSC/P-PE-806
employees appointed under exclusion order	PSC/P-CE-704
employees released or demoted	PSC/P-CE-706
employment act/anti-discrimination	PSC/P-PU-005
employment act/investigations	PSC/P-PU-010
employment equity programs, trainees	PSC/P-CE-758
employment equity questionnaires	PSC/P-PE-813
employment records/current	PSC/P-PE-807
examination results	PSC/P-CE-711 PSC/P-PU-025
exclusion of employees from bargaining units	SRB/P-CE-702

Key Words	PIB No.
Public service (*continued*)	
executive exchange with business	PSC/P-PU-067
exemplary service awards/Treasury Board	TBS/P-PE-802
extension of time to present a grievance	SRB/P-CE-705
former civilian, DSS superannuation records on	PAC/P-CE-704
former civilian, medical records on	PAC/P-CE-705
former civilian, personnel records of	PAC/P-CE-702
former civilian, PSC records on	PAC/P-CE-703
former military and civilian	PAC/P-CE-701
grievances	SRB/P-CE-701 TBS/P-CE-721
Health Medical Review Board	NHW/P-CE-702
incentive awards	TBS/P-CE-702
incumbent data	TBS/P-CE-723
individuals' security assessments	SIS/P-PU-005
inquiries into safety officers' decisions	SRB/P-CE-710
insurance plans	DSS/P-CE-703
Interchange Canada, assignments	PSC/P-PU-073 PSC/P-CE-729
Interchange Canada, international assignments	PSC/P-CE-733
Interchange Canada, inventory of applicants	PSC/P-CE-754 PSC/P-PU-068
Interchange Canada, management resources	PSC/P-CE-734
Interchange Canada, participants	PSC/P-PU-069
international assignment applicants	PSC/P-PU-074
international assignments	PSC/P-CE-755
investigations directorate	PSC/P-CE-703
language orientation interview reports	PSC/P-CE-739
language questionnaire and diagnostic test results	PSC/P-PU-115
language requirements and levels, records of	TBS/P-CE-703
language review committee	PSC/P-CE-716 PSC/P-PU-045
language test results	PSC/P-CE-736
language training	PSC/P-CE-741 PSC/P-PU-110 TBS/P-CE-704
language training assignments	TBS/P-CE-713
language training, orientation interview reports	PSC/P-PU-100
language training requests	PSC/P-CE-740 PSC/P-PU-105
lateral transfers	PSC/P-CE-719
leave of absence to seek election	PSC/P-CE-705
leave without pay data	TBS/P-CE-720
management applicants, inventory	PSC/P-PU-085
management category competitions	PSC/P-CE-732 PSC/P-PU-090
Management Insurance Plan (PSMIP)	DSS/P-CE-703
management resources information	PSC/P-CE-734
management resources information for international assignments	PSC/P-CE-734
management resources information system (MRIS)	PSC/P-PU-085
native people, survey of	TBS/P-CE-706
native peoples	PSC/P-PE-758
official language exclusion order records	PSC/P-CE-717
official language training	PSC/P-PE-811
overtime data	TBS/P-CE-717
pay and benefits	PSC/P-PE-809

Key Words	PIB No.
Public service (*continued*)	
pay and benefits entitlement	TBS/P-CE-716
peer committee promotions	PSC/P-CE-759
performance appraisals/Communications	DOC/P-PE-802
performance appraisals/Labour	LAB/P-CE-702
performance appraisals/PSC	PSC/P-PE-812
personnel records	TBS/P-CE-705
personnel selection files	PSC/P-CE-712 PSC/P-PU-040
professional or management course registration	PSC/P-PU-095
PSSRB decisions, requests to review	SRB/P-CE-706
recruitment and development/auditors and financial officers	OCG/P-CE-702
research and teaching/nominees for promotion	PSC/P-CE-759
revocation of certification	SRB/P-CE-704
second language assessment	PSC/P-CE-714 PSC/P-PU-035
second language evaluation (SLE) examiners	PSC/P-CE-715
second language evaluation test results	PSC/P-CE-718 PSC/P-PU-030
security information	PCO/P-PU-010
senior financial officers, inventory	PSC/P-CE-753
senior management records	TBS/P-CE-715
senior personnel inventories	PSC/P-CE-750
separations for cause	PSC/P-CE-760
SM/EX and Special Assignment Pay Plan positions	PSC/P-PE-801
SM/EX applicant inventory referral files	PSC/P-CE-710
Special Development Program participants	PSC/P-CE-725
staffing investigations	PSC/P-CE-720
staffing officer training	PSC/P-CE-721
statutory and administrative priorities system	PSC/P-CE-709
superannuation	DSS/P-CE-702
suspected criminal activity	PWC/P-PE-801
telephone calls, government	DOC/P-PU-040
Terms and Conditions of Employment regulations	RCC/P-PE-803
training and development	PSC/P-PE-810 TBS/P-CE-719
travel and relocation expenses of Treasury Board employees	TBS/P-PE-801
travel passports, regular/official	DEA/P-PU-030
visible minorities, survey of	TBS/P-CE-706
voluntary early retirement/management	TBS/P-CE-722
women's career counselling and referral bureau	PSC/P-CE-723
women's talent bank	OSW/P-PU-005

Q

Key Words	PIB No.
Quality of working life	
contracts and agreements	LAB/P-PU-010
resource persons and consultants	LAB/P-PU-015
Québec Pension Plan	
appeals	PAB/P-PU-005
Queen's Fellowships	
applicants	SHR/P-PU-010

Key Words	PIB No.
R	
Racetrack operations	
drug control	DOA/P-PU-126
pari-mutuel betting	DOA/P-PU-125
Radiation exposure see Nuclear energy	
Radio installations, illegal	
prosecutions concerning	DOC/P-PU-020
Radio interference	
complaints concerning	DOC/P-PU-015
Radio operators	
certificate holders	DOC/P-PU-005
licensing information	DOC/P-PU-010
Rail accident investigations	NTA/P-PU-005
employee injury reports	NTA/P-PE-801
RCMP (see also Police)	
administrative records	CMP/P-PE-807
applicants	CMP/P-PU-070
auxiliary police	CMP/P-PE-809
awards and honours	CMP/P-PU-090
discipline and misconduct records	CMP/P-PE-805
employee grievance records	CMP/P-PE-804
inquiries concerning	CMP/P-PU-085
municipal employees, staff files on	CMP/P-PE-811
pay and relocation records	CMP/P-PE-806
personnel and administrative records	SGC/P-PU-045
police casuals	CMP/P-PE-810
staff medical records	CMP/P-PE-808
staff records	CMP/P-PE-801
staff service records	CMP/P-PE-802
staff transfer, promotion, officer candidate assessment, staffing action	CMP/P-PE-803
temporary civilian employees	CMP/P-PE-810
RCMP Supernumerary Special Constable Program	CMP/P-PU-010
Refugees (see also Immigration)	
Convention Refugee status	EIC/P-PU-320
host program	EIC/P-PU-226
identity and travel document applications	DEA/P-PU-025
Immigration Appeal Board	IAB/P-PU-005
Indochinese survey	EIC/P-PU-375
job finding clubs	EIC/P-PU-381
language training	EIC/P-PU-382
security screening of	SIS/P-PU-005
sponsors and sponsor groups	EIC/P-PU-310 EIC/P-PU-315
Regional industrial expansion	
board and committee members	RIE/P-PU-075
Registered Home Ownership Savings Plan (RHOSP)	
trustee tax returns	RCT/P-PU-020
Registered Retirement Savings Plan (RRSP)	
trustee tax returns	RCT/P-PU-020
Reliability checks (standard bank of information)	
see identifier P-SE-921, if available, in chapter concerning relevant institution	
Relocation	
Bank of Canada employees	BOC/P-PE-840
Canada Post employees	CPC/P-PE-816
Renal failure patients	
statistics	STC/P-PU-060
Rescue co-ordination centres	
Department of National Defence	DND/P-PU-050

Key Words	PIB No.
Research	
agricultural projects	DOA/P-PU-136
Agriculture Canada employees	DOA/P-PE-802
Associateship Program, applicant inventory	NRC/P-PU-065
associateships, CIDA/NSERC	SER/P-PU-030
Canadian agricultural	DOA/P-PU-130
Canadian Wildlife Service	DOE/P-PU-035
communications	SHR/P-PU-051
criminal justice	SGC/P-PU-015 SGC/P-PU-065
daycare	NHW/P-PU-216 NHW/P-PU-218
environmental sciences	DOE/P-PU-010
fellowships	SHR/P-PU-010
housing/candidates inventory	CMH/P-PU-080
housing/grants	CMH/P-PU-115
housing/scholarships	CMH/P-PU-055
humanities and social sciences/applicants	SHR/P-PU-020
humanities grant applicants' registry	SHR/P-PU-005
humanities grant applications	SHR/P-PU-015
humanities grants adjudication records	SHR/P-PU-050
industrial, financial aid	NRC/P-PU-026
international development awards	IDR/P-PU-005
Killam fellowship	CAC/P-PU-155
labour	LAB/P-PU-061
labour/grant applicants	LAB/P-PU-045
medical, applicants for funding	MER/P-PU-010
medical, applicants for grants	MER/P-PU-045
medical, council member nominations	MER/P-PU-020
medical grant applicants	MER/P-PU-045
medical, grants to health scientists	MER/P-PU-005
medical, proposed projects for funding	MER/P-PU-015
medical, referees to review grant proposals	MER/P-PU-025
medical, university-industry	MER/P-PU-040
National Library users' applications	NLC/P-PU-010
NRC members	NRC/P-PU-005
pesticide	DOA/P-PU-135
public archives facilities	PAC/P-PU-030
requests for information	PAC/P-PU-035
researchers authorized to use restricted drugs	NHW/P-PU-040
social science grant applicants' registry	SHR/P-PU-005
social science grants adjuducation records	SHR/P-PU-050
social science grants applications	SHR/P—PU-015
sources for government	DSS/P-PU-010
sport and fitness	NHW/P-PU-235
unsolicited proposals/Energy, Mines and Resources	EMR/P-PU-040
water resources	DOE/P-PU-030
welfare	NHW/P-PU-195
Residential Rehabilitation Assistance Program (RRAP)	CMH/P-PU-035
Royal Canadian Air Force (see also Canadian Forces; Veterans)	
personnel records	PAC/P-CE-708
Royal Canadian Navy (see also Canadian Forces; Veterans)	
pay records, World War II	PAC/P-CE-712
Rural and Native Housing Emergency Repair Program (ERP)	CMH/P-PU-035
Rural and Native Housing Program	CMH/P-PU-030
purchase or lease of CMHC property	CMH/P-PU-050

Key Words	PIB No.
S	
Sabotage	
personal information relating to	SGC/P-PU-026
Safety see Occupational health and safety	
St. Lawrence Seaway see Seaway, St. Lawrence	
Salmonella disease	DOA/P-PU-006
SARIS	DND/P-PU-050
Scholarships see Fellowships and scholarships	
Science Procurement Information Network (SPIN)	DSS/P-PU-010
Scientific and technical information	
data bank	NRC/P-PU-035
mailing lists	NRC/P-PU-080
purchasers' accounts	NRC/P-PU-050
Scientific exchange programs, international	SER/P-PU-030
Scientists	
exchanges and secondments	NRC/P-PU-070
letters of recommendation	NRC/P-PU-015
visits to France	NRC/P-PU-030
Search and rescue	
Department of National Defence	DND/P-PU-050
emergency beacon registration	DOT/P-PU-051
Seatbelt use	
statistics	STC/P-PU-075
Seaway International Bridge Corporation	
accident claims	SLS/P-PU-070
accounts payable	SLS/P-PU-075
accounts receivable	SLS/P-PU-080
bridge passes	SLS/P-PU-120
construction contracts	SLS/P-PU-090
easements	SLS/P-PU-115
procurement contracts	SLS/P-PU-085
professional service contracts	SLS/P-PU-100
property or services to be leased or licensed	SLS/P-PU-110
property to be expropriated	SLS/P-PU-105
purchase orders and tenders	SLS/P-PU-095
Seaway, St. Lawrence	
accidents and claims	SLS/P-PU-005
accounts payable	SLS/P-PU-010
accounts receivable	SLS/P-PU-015
construction contracts	SLS/P-PU-030
easements	SLS/P-PU-065
letters patent	SLS/P-PU-050
procurement contracts	SLS/P-PU-025
professional service contracts	SLS/P-PU-040
property or services to be leased or licensed	SLS/P-PU-060
property to be expropriated	SLS/P-PU-055
purchase orders and tender files	SLS/P-PU-035
service contracts	SLS/P-PU-045
suppliers	SLS/P-PU-020
Security (see also Criminal and security investigations)	
citizenship denials	SIR/P-PU-020
clearance, complaints to Human Rights Commission	SIR/P-PU-015
clearance denials	SGC/P-PU-040
clearance denials, complaints	SIR/P-PU-010
clearance, Department of National Defence	DND/P-PE-834
clearance, employees of CSIS	SIS/P-PE-815
clearance investigation bank	PCO/P-PE-801
clearance records, Agriculture Canada	DOA/P-PE-813
clearance records, Export Development Corporation	EDC/P-PE-807
clearance records, industry	DSS/P-PU-015
clearance records of contractors/Public Works	PWC/P-PU-090
Security (*continued*)	
clearance records of federal employees or contractors	SGC/P-PU-040
clearance records, RCMP	CMP/P-PU-065
contractors for National Defence	DND/P-PU-055
criminal intelligence records	SGC/P-PU-026
danger to Canada/entry or re-entry information	EIC/P-PU-265
danger to Canada/visitors	EIC/P-PU-260
employee and contractor clearance/Canada Post	CPC/P-PE-821 CPC/P-PU-070
employee and contractor reliability checks/Canada Post	CPC/P-PE-822 CPC/P-PU-075
employee records	RCT/P-PE-807
employee reliability checks/National Parole Board	NPB/P-PE-801
employees and contractors/Bank of Canada	BOC/P-PE-816
espionage- or sabotage-related activities/individuals	SIS/P-PU-010 SIS/P-PU-015
espionage- or terroism-related defence intelligence	DND/P-PU-060
fingerprint file, Department of National Defence	DND/P-PE-801
incidents in penitentiaries	CSC/P-PU-065
incidents on government property	CMP/P-PU-055
individuals' assessments/governments	SIS/P-PU-005
information files, National Defence	DND/P-PU-040
intelligence records on individuals	SIS/P-PU-010 SIS/P-PU-015
investigations of employees/CMHC	CMH/P-PE-806
national records	SGC/P-PU-026
persons allowed access to VIPs	CMP/P-PU-060
persons involved in threats against VIPs	CMP/P-PU-055
persons posing a risk to national	PCO/P-PU-005
provincial agencies, applications for licence	CMP/P-PU-020
records on certain persons	CMP/P-PU-025
violation investigation/contractors and employees	SSC/P-PE-801
Security Clearances (standard bank of information)	
see identifier P-SE-909, if available, in chapter concerning relevant institution	
Self-employment	
Canada Pension Plan contributions	NHW/P-PU-140
Shelter planners, community	PWC/P-PU-060
Shelterbelt Program, PFRA	DOA/P-PU-220
Shielding analysts, register of	PWC/P-PU-055
Shipping	
casualty investigation	DOT/P-PU-052
certificates of competency and service, master and mate	DOT/P-PU-030
certificates of competency, engineer at sea	DOT/P-PU-038
certificates of competency, marine engineer	DOT/P-PU-035
merchant seamen service records	DOT/P-PU-040
ships' owners and registration	DOT/P-PU-041
small vessel operation licence	DOT/P-PU-042
Shipworkers	
claims for compensation	LAB/P-PU-030

Key Words	PIB No.
Skill Investment Program	
contribution agreement	EIC/P-PU-121
expense claims	EIC/P-PU-056
follow-up results	EIC/P-PU-101
trainee documentation	EIC/P-PU-094
Skill Shortages Program	
contribution agreement	EIC/P-PU-096
expense claims	EIC/P-PU-131
follow-up results	EIC/P-PU-101
trainee documentation	EIC/P-PU-061
Small Farm Development Program	
demonstrations	DOA/P-PU-175
department employees involved in	DOA/P-PE-801
Social assistance	
approval of special-need items	NHW/P-PU-210
Canadian Forces and dependants	DND/P-PE-812
Indian and Inuit Affairs program	INA/P-PU-020
native peoples adult care	INA/P-PU-030
Social insurance number (SIN)	
individual records	EIC/P-PU-390
validation of	NHW/P-PU-150
Social sciences	
fellowship adjudication records	SHR/P-PU-045
fellowship applicants	SHR/P-PU-010
grant applicants registry	SHR/P-PU-040
grant application records	SHR/P-PU-035
grant financial system controls	SHR/P-PU-055
grant statistical analyses	SHR/P-PU-060
research grant adjudication records	SHR/P-PU-050
research grant applicants' registry	SHR/P-PU-005
research grant applications	SHR/P-PU-015
strategic grant applications	SHR/P-PU-020
Social sciences and humanities	
candidates for membership in research council	SHR/P-PU-065
project assessors files	SHR/P-PU-070
Social security see Income security	
Socio-economic studies and surveys	
national parks	DOE/P-PU-060
Soil and water conservation	
program information	DOA/P-PU-220
Sound Recording Development Program	
applications for funding	DOC/P-PU-052
Southwest Saskatchewan Irrigation Project	DOA/P-PU-220
Special Canadian Grains Program	DOA/P-PU-240
Special Development Program (SDP)	
nominee and selection files	PSC/P-CE-751
participant files	PSC/P-CE-725
Special Groups Identification Survey	TBS/P-CE-706
Sponsors	
for refugees/local groups and incorporated organizations	EIC/P-PU-315
for refugees/national organization	EIC/P-PU-310
Sport associations, inventory of candidates for	NHW/P-PU-225
Spouse's Allowance	
application information	NHW/P-PU-118
benefit payments	NHW/P-PU-115
eligibility appeals	NHW/P-PU-119
Squadron personal file	
Canadian military colleges	DND/P-PE-845

Key Words	PIB No.
Staffing (see also Employees; Public service)	
Agriculture Canada	DOA/P-PE-809
applications, requests/Canada Post	CPC/P-PU-095
applications, requests/Social Sciences and Humanities	SHR/P-PE-802
Canada Deposit Insurance Corporation	CDI/P-PE-802
Canada Post	CPC/P-PE-801 CPC/P-PE-804
competitions/Fisheries	DFO/P-PE-804
CSIS	SIS/P-PE-809
Export Development Corporation	EDC/P-PE-803
internal	PSC/P-PU-135
management positions	DFO/P-PE-803
Pension Appeals Board	PAB/P-PE-801
priority list/DIAND	INA/P-PE-801
public service selection files	PSC/P-CE-712
Staffing (standard bank of information)	
see also identifier P-SE-902, if available, in chapter concerning relevant institution	
Standards	
dairy products	DOA/P-PU-085
fruit and vegetables	DOA/P-PU-090
of conduct compliance records	PCO/P-PU-030
poultry processing	DOA/P-PU-080
processed food	DOA/P-PU-095
research grant applications	SDC/P-PU-005
seeds	DOA/P-PU-100
Statistics	
agriculture	STC/P-PU-030
alcohol use	STC/P-PU-075
births and stillbirths	STC/P-PU-035
cancer patients	STC/P-PU-065
customs assaults	RCC/P-PU-010
customs complaints	RCC/P-PU-005
deaths	STC/P-PU-035
dental hygienists	STC/P-PU-045
disability	STC/P-PU-075
disabled persons	STC/P-PU-115
divorce	STC/P-PU-040
employee selections, Statistics Canada	STC/P-PE-801
employment equity within the public service	PSC/P-PE-813
fish and fisheries	DFO/P-PU-075
fishing in national parks	DOE/P-PU-052
grain/grain growers	CWB/P-PU-015
health services and problems	STC/P-PU-075
homicide	STC/P-PU-025
hospital patients	STC/P-PU-055
marriages	STC/P-PU-035
medical follow-up study files	STC/P-PU-076
medications	STC/P-PU-075
nurses, registered	STC/P-PU-050
official languages	COL/P-PE-802 COL/P-PU-010
public service appointments, distribution	PSC/P-CE-761
renal failure patients	STC/P-PU-060
search and rescue	DND/P-PU-050
seatbelt use	STC/P-PU-075
students, postsecondary	STC/P-PU-095
students, university	STC/P-PU-090
teachers, elementary and secondary	STC/P-PU-080
teachers, postsecondary	STC/P-PU-085
tobacco use	STC/P-PU-075
tuberculosis patients	STC/P-PU-070

Key Words	PIB No.
Stocks and bonds	
individuals or corporations designated as insiders	CCA/P-PU-092
Stockyards	
dealers' information	DOA/P-PU-160
firms, members and employees	DOA/P-PU-155
Students (see also Youth)	
employed in legal information projects	JUS/P-PU-045
employment/Challenge '85	EIC/P-PU-140
employment/Challenge '86	EIC/P-PU-046
employment/Challenge '87	EIC/P-PU-047
foreign, case files and records	EIC/P-PU-290
graduates survey	STC/P-PU-100
law, exchange programs	JUS/P-PU-100
loans, default claims/master files	SSC/P-PU-035
loans, individual default claims	SSC/P-PU-025
loans, interest subsidies	SSC/P-PU-045
loans to full-time students	SSC/P-PU-030
loans to part-time students	SSC/P-PU-040
meteorology awards	DOE/P-PU-025
native peoples/boarding	INA/P-PU-040
native peoples/residence and group home	INA/P-PU-035
postsecondary, statistics on	STC/P-PU-095
summer employment	EIC/P-PU-040
Summer Law Research Assistants Program	JUS/P-PU-055
Summer Research Assistants Program	JUS/P-PU-055
Summer Youth Employment Program/law	JUS/P-PU-080
university, statistics on	STC/P-PU-090
Submissions to Treasury Board	TBS/P-CE-701
Subsidies see Assistance, financial	
Subsidy Housing Program	
Indians on reserves	INA/P-PU-015
Suggestion Award Program	
Department of National Defence	DND/P-PE-825
Summer Job Corps Program	
project leaders	JUS/P-PU-045
Summer Law Research Assistants program	JUS/P-PU-055
Summer Youth Employment Program	
project leaders	JUS/P-PU-080
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National Graduates Survey	STC/P-PU-100
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Y

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LISTING OF UNIQUE INSTITUTIONAL IDENTIFIERS

AEC	Atomic Energy Control Board
AGT	Grain Transportation Agency
APA	Atlantic Pilotage Authority
ASB	Canadian Aviation Safety Board
ASW	Advisory Council on the Status of Women
BDB	Federal Business Development Bank
BOC	Bank of Canada
CAC	Canada Council
CCA	Consumer and Corporate Affairs, Department of
CCC	Canadian Commercial Corporation
CDC	Canadian Dairy Commission
CDI	Canada Deposit Insurance Corporation
CEO	Office of the Chief Electoral Officer
CFD	Canadian Film Development Corporation
CIP	Canadian Institute for International Peace and Security
CIT	Canadian Import Tribunal
CLF	Canadian Livestock Feed Board
CLN	Canada Lands Company Limited
CLR	Canada Labour Relations Board
CMH	Canada Mortgage and Housing Corporation
CMP	Royal Canadian Mounted Police
CNP	Canada-Newfoundland Offshore Petroleum Board
COL	Commissioner of Official Languages, Office of the
CPC	Canada Post Corporation
CPD	Canadian Patents and Development Limited
CPE	Canadian Cultural Property Export Review Board
CPO	Canada Ports Corporation
CRT	Canadian Radio-television and Telecommunications Commission
CSC	Correctional Service of Canada
CWB	Canadian Wheat Board
DCL	Defence Construction (1951) Limited
DEA	External Affairs, Department of
DFO	Fisheries and Oceans, Department of
DND	National Defence, Department of
DOA	Agriculture, Department of
DOC	Communications, Department of
DOE	Environment, Department of the
DOT	Transport, Department of
DSS	Supply and Services, Department of
ECC	Economic Council of Canada
EDC	Export Development Corporation
EIC	Canada Employment and Immigration Commission and Department of Employment and Immigration
EMR	Energy, Mines and Resources, Department of
FCC	Farm Credit Corporation
FIN	Finance, Department of
FPM	National Farm Products Marketing Council
GLP	Great Lakes Pilotage Authority, Limited
HRC	Canadian Human Rights Commission
IAB	Immigration Appeal Board
ICA	Investment Canada
IDA	Canadian International Development Agency
IDR	International Development Research Centre
INA	Indian Affairs and Northern Development, Department of
JUS	Justice, Department of
LAB	Labour, Department of
LPA	Laurentian Pilotage Authority
LRC	Law Reform Commission of Canada
MER	Medical Research Council
MST	Science and Technology, Ministry of State for
MPE	Royal Canadian Mounted Police External Review Committee
NAC	National Art Centre Corporation
NCC	National Capital Commission

LISTING OF UNIQUE INSTITUTIONAL IDENTIFIERS

NEB	National Energy Board
NFB	National Film Board
NHW	National Health and Welfare, Department of
NLC	National Library
NMC	National Museum of Canada
NPA	Northern Pipeline Agency
NPB	National Parole Board
NRC	National Research Council of Canada
NTA	National Transportation Agency of Canada
NTW	Northwest Territories Water Board
OAG	Officer of the Auditor General
OCG	Comptroller General, Office of the
OCI	Correctional Investigator, Office of the
OHS	Canadian Centre for Occupational Health and Safety
OIG	Inspector General of the Canadian Security Intelligence Service, Office of the
OSW	Status of Women, Office of the Co-ordinator
PAB	Pension Appeals Board
PAC	National Archives of Canada
PCO	Privy Council Office
PPA	Pacific Pilotage Authority
PRA	Privatization and Regulatory Affairs, Office of
PSC	Public Service Commission
PWC	Public Works, Department of
RCC	National Revenue (Customs and Excise), Department of
RCM	Royal Canadian Mint
RCT	National Revenue (Taxation), Department of
RIE	Regional Industrial Expansion, Department of
SCC	Science Council of Canada
SDC	Standards Council of Canada
SER	Natural Sciences and Engineering Research Council
SFI	Superintendent of Financial Institutions, Office of the
SGC	Solicitor General, Department of the
SHR	Social Sciences and Humanities Research Council
SIR	Security Intelligence Review Committee
SIS	Canadian Security Intelligence Service
SLS	St. Lawrence Seaway Authority
SRB	Public Service Staff Relations Board
SSC	Secretary of State of Canada, Department of the
STC	Statistics Canada
TBD	Tariff Board
TBS	Treasury Board (Secretariat)
TCB	Textile and Clothing Board
VAC	Veterans Affairs
YTW	Yukon Territory Water Board

IV. PERSONAL INFORMATION BANKS BY INSTITUTION

Upon the passage of an Order-in-Council, the following Crown Corporations will be added to the Schedule of the *Privacy Act*. A special issue of the *Bulletin* will be published listing the information holdings of these corporations:

Atomic Energy of Canada Limited
Canada Development Investment Corporation
Canada Harbour Place Corporation
Canada Lands Company (Le Vieux-Port de Montréal) Limited
Canada Museums Construction Corporation Inc.
Canadian National Railway Company
Cape Breton Development Corporation
Halifax Port Corporation
Harbourfront Corporation
International Centre for Ocean Development
Marine Atlantic Inc.
Montreal Port Corporation
Petro-Canada
Petro-Canada International Assistance Corporation
Port of Quebec Corporation
Prince Rupert Port Corporation
Saint John Port Corporation
St. John's Port Corporation
Vancouver Port Corporation
VIA Rail Canada Inc.

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Status of Women, Office of the Co-ordinator OSW 99
Statute Revision Commission (Dept. of Justice - chapter 45)
St. Lawrence Seaway Authority SLS 100
Superintendent of Financial Institutions, Office of the SFI 101
Supply and Services Canada (chapter 55)
Tariff Board TBD 102
Telefilm Canada (Canadian Film Development Corporation - chapter 20)
Textile and Clothing Board TCB 103
Transport Canada (chapter 56)
Treasury Board (Secretariat) TBS 104
Veterans Affairs VAC 105
War Veterans Allowance Board (Veterans Affairs - chapter 105)
Yukon Territory Water Board YTW 106

ADVISORY COUNCIL ON THE STATUS OF WOMEN

Chapter 1

Background

Established in 1973, the Canadian Advisory Council on the Status of Women (CACSW) is composed of 30 members appointed by the federal government to bring before the government and the public matters of interest and concern to women, and to advise the Minister responsible for the Status of Women on such topics.

The Council has 27 members appointed for specific terms, with representation from all the provinces and territories, plus a full-time president and two vice-presidents. Council meetings are held at least twice a year in Ottawa.

Overall Responsibilities

In addressing itself to the concerns of all Canadian women, the 30 members of the Council bring forward the particular problems of their regions. Research and background material provide the base upon which Council recommendations are made following deliberation by members at general meetings.

Recommendations for change in legislation and for other measures to improve the status of women are presented to the government through the Minister responsible. The Council has the unique right and responsibility to inform the public of its recommendations at the same time as it reports to Parliament. Council activities — briefs, speeches, responses to current events, open communication with the public — maintain an awareness of the inequalities facing women in Canadian society today.

Access Procedures

Please direct enquiries concerning access to personal information to:

Privacy Co-ordinator
Advisory Council on the Status of Women
110 O'Connor Street
9th Floor
Ottawa, Ontario
K1P 5M9

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for access to:

Privacy Co-ordinator
Administration and Personnel
Advisory Council on the Status of Women
110 O'Connor Street
9th Floor
Ottawa, Ontario
K1P 5M9
(613) 992-4975

PARTICULAR BANKS

ASW/P-PE-801
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000252

STANDARD BANKS

ASW/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000245

ASW/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000246

ASW/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000247

ASW/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000248

ASW/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000249

ASW/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000250

ASW/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
TBS Registration Number: 001882

ASW/P-SE-910
Grievances (New)
See Standard Bank Descriptions (Section II).
Related to COR: ASW/P-PE-810
TBS Registration Number: 002122

ASW/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
TBS Registration Number: 000251

ASW/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000253

Deleted Personal Information Banks

The following personal information bank has been destroyed in accordance with the disposal schedule date.

ASW/P-PU-005	Canadian Advisory Council on the Status of Women (CACSW) Talent Bank

ATLANTIC PILOTAGE AUTHORITY

Chapter 2

ATLANTIC PILOTAGE AUTHORITY

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor in Council and proclaimed February 1, 1972.

The *Pilotage Act* created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four pilotage authorities — Atlantic, Laurentian, Great Lakes, and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority, Ltd. was incorporated in carrying out the *Pilotage Act* in 1972, and pursuant to the *Financial Administration Act*, (Schedule SC 1983-84, 31) was designated a Schedule C Part I Crown corporation.

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries — all coastal waters in the Atlantic region. As a further goal, the authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

Access Procedures

Please direct enquiries concerning the *Privacy Act* to:

Corporate Secretary
Atlantic Pilotage Authority
Bank of Montreal Tower, Suite 1203
5151 George Street
Halifax, Nova Scotia
B3J 1M5

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

APA/P-PU-005
Service Contracts

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land and water transportation. The files contain the list of prospective tenderers; the tenders submitted; an analysis of the tenders received; documentation leading to the award of the contract; and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is ten years. Access to this bank will require the contract number and description of the service.

APA/P-PU-010
Accounts Receivable Files

The purpose of this bank is to maintain information on sums of money owing to the Authority. Files contain the names and addresses of firms and individuals; details of the amount owing; and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is seven years. Access to this bank will require name and address.

APA/P-PU-015

Accounts Payable Files

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms and individuals; and invoices for services rendered or products provided detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation, is seven years. Access to this bank will require name, address and date of account.

APA/P-PU-020

Application for Employment File

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. The retention period for this bank is ten years. Access to this bank will require name, address and date of birth.

APA/P-PU-025

Register of Pilots

The purpose of the bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. This bank contains information on physical characteristics, licences, certificates, and accidents of pilots. The retention period for this bank is indefinite. Access to this bank will require name and address.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The following banks are located at headquarters.

PARTICULAR BANKS

APA/P-PE-801

Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. It contains information on physical characteristics; licences; certificates; and accidents of pilots. Files are retained indefinitely.

STANDARD BANKS

The records of former employees are retained by the Atlantic Pilotage Authority for two years following termination of employment rather than being transferred to the National Archives of Canada.

APA/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

APA/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

APA/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).

ATOMIC ENERGY CONTROL BOARD

Chapter 3

ATOMIC ENERGY CONTROL BOARD

Background

The Atomic Energy Control Board (AECB) was established in 1946 by the *Atomic Energy Control Act* (RSC 1970 c. A-19). In addition to this Act and its related Regulations, the AECB administers the *Nuclear Liability Act*. The head office is in Ottawa.

Overall Responsibilities

The AECB is empowered by the *Atomic Energy Control Act* to control the development, application and use of nuclear energy. This is done by a comprehensive licensing system covering all dealings in prescribed nuclear energy substances and items.

The objective of the AECB is to protect the health and safety of workers and the public, and to ensure the physical security and safeguarding of nuclear materials in the Canadian industry. In the occupational health and safety area, the AECB requires verification that workers in the industry are protected against radiation in excess of the limits set out in the Regulations. To this end all workers wear dosimeters, supplied by an approved dosimetry service, to record their exposures, and the AECB appoints inspectors both from its own staff and, by arrangement, from provincial governments and institutions, to assure compliance with AECB licence and Regulations requirements. The AECB also invites federal and provincial health authorities to name experts to act as medical advisers in the field of occupational radiological health and safety. These actions lead to the development of files in which personal histories and occupational data may be stored.

Access Procedures

Requests for information should be directed in writing to:

Privacy Co-ordinator
Atomic Energy Control Board
P.O. Box 1046, Station "B"
270 Albert Street
Ottawa, Ontario
K1P 5S9

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Planning and Co-ordination Division

AEC/P-PU-005
Health and Safety Regulations: Medical Advisers

The bank contains names and details concerning present employment and area of jurisdiction, and communications between the AECB and parent agencies or the individuals prior to appointment. Individuals this bank relates to are all qualified medical officers, who may be from provincial government departments, hospitals, institutions, or the federal service. The purpose of the bank is to record information on the appointment of medical advisers to the AECB. The bank provides an up-to-date status of individual appointments by name. Records are retained during tenure of appointment, and for two years subsequently; they are then sent to the National Archives of Canada.

AEC/P-PU-010
Health and Safety Regulations: Inspection Officers

This bank may contain data on nationality, age, sex, education and special training, and employment history, as well as correspondence with provinces leading to appointments. There may be sensitive material relating to federal-provincial negotiations for service. The purpose of the bank is to record information relating to the appointment of employees of provincial government departments or health institutes, to act as inspectors under the Atomic Energy Control Regulations. The bank provides an up-to-date identification of individuals appointed as inspectors. Records are held during tenure of appointment, and for two years subsequently, after which they are sent to the National Archives of Canada.

Operator Certification and Research Facility Division

AEC/P-PU-015
Examinations and Results

This bank maintains a record of the examinations given to personnel at nuclear reactor facilities. Data includes names of individuals, titles of examinations written, and results in terms of success or failure. The AECB sets these examinations to ensure that the requirements for operating personnel are met. Records are retained in the bank for an indefinite period.

AEC/P-PU-020
Reactor Operators and Training

Data in this bank include a record of correspondence, details of education and experience, and basic personal information. The purpose of the bank is to provide an accurate and up-to-date record of all information on authorizations and appointments of individuals to designated positions at nuclear generating stations and research reactor sites. Records are maintained in the bank for an indefinite period.

AEC/P-PU-025
Reactor Personnel

Data include summaries of the individual's examination results, copies of all authorizations issued for the appointment of the individual to designated positions, and correspondence specifically relating to the individual. The purpose of the bank is to maintain a record of each individual's examination and authorization for designated appointments at nuclear reactor facilities. Records are retained for an indefinite period.

Planning and Administration Branch

AEC/P-PU-030
Temporary Assistance Records

The data content may include such information as: names, addresses, social insurance numbers, invoices or time sheets pertaining to the individual's period of employment with the AECB. The purpose of the bank is to maintain an inventory of all temporary assistance agencies and individuals as their services are required by the Board. The primary use of the bank is to keep an accurate record of the agencies and terms of employment as required, on the basis of verification of accounts. Records are retained in the bank for three years.

AEC/P-PU-035
Applications for Employment

This bank exists to maintain an inventory of applicants from the general public or the federal government for employment with the AECB. It includes correspondence, applications for employment, curricula vitae, interview data, and other personal information. This bank is used to identify applicants, their skills and abilities, work histories, and education, for possible future appointments to the Board staff. Records are retained in the bank for one year.

AEC/P-PU-040
Personal Service Contract Files

The bank includes basic personal data, subject matter and terms of contract. The purpose of the bank is to maintain an accurate account of all payments made under personal service contracts. The primary use of the bank is to record negotiations between the AECB and the individuals concerned. Records will be retained in the bank for an indefinite period.

AEC/P-PU-045
Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years.

Classes of Personal Information

In the course of conducting the programs and activities of the AECB, categories of personal information may be accumulated which are not contained in the specified banks described above. Such information relates to the occupational exposure of atomic radiation workers to radiation near or beyond the limits permitted by the Atomic Energy Control Regulations. Such exposure may occur in the mining, refining, fabricating, power-generating and waste management sectors of the nuclear industry, and in the fields of use of radioisotopes in industry and medicine. For all these areas there are active files in which events of high exposure to individuals and groups may on occasion be discussed, particularly with respect to accurate determination of the dose value to be recorded in the National Dose Registry (of National Health and Welfare), and to decisions on the hazard presented by such doses to individuals and their continued working in similar environments.

Such records are retained in the subject files in which they arise. The information is retrievable given (particularly) the identification of the AECB licensee in whose facilities or under whose responsibility the event occurred, with additional specifics concerning an individual's name, the nature and date of the event, the location in Canada, and the sector of the industry involved.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Requests for information are to be directed in writing to:

Privacy Co-ordinator
Atomic Energy Control Board
270 Albert Street
4th Floor
Ottawa, Ontario
K1P 5S9
(613) 995-5909

PARTICULAR BANKS

The following banks are located at headquarters.

AEC/P-PE-801
Advisory Committee Members

The AECB maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the AECB. This bank contains correspondence relating to the recruiting of members, and may include names and details concerning present employment and experience. Records are retained for two years before being transferred to the National Archives of Canada.

AEC/P-PE-802
Radiation Exposure Records: AECB Staff

The purpose of the bank is to maintain a record of doses received by AECB staff while carrying out their duties. Values are cumulated on a periodic basis. Records are retained indefinitely.

AEC/P-PE-803
AECB Inspectors: Certification Record

AECB staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is in a separate bank. The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes.

STANDARD BANKS

The following banks are located at headquarters.

AEC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

AEC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).

AEC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).

AEC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

AEC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

AEC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).

AEC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).

AEC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).

AEC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).

AEC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).

AEC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).

AEC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).

AEC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).

AEC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).

AEC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).

AEC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).

AEC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).

OFFICE OF THE AUDITOR GENERAL

Chapter 4

OFFICE OF THE AUDITOR GENERAL

Background

The Auditor General is required by the *Auditor General Act* to audit government departments, agencies, and Crown corporations and the Accounts of Canada. He reports the results of his examinations to the House of Commons.

Access Procedures

Enquiries regarding the following information banks should be addressed to:

Privacy Co-ordinator
Office of the Auditor General
240 Sparks Street, Room 1167
Ottawa, Ontario
K1A 0G6
(613) 995-3766

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Administrative Services Branch

OAG/P-PU-005
Professional Service Contracts
Description: This bank contains data referring to curricula vitae and level within the firm of the individual, performance appraisal, rates charged for services, dollar values of contract, terms and contracts and previous contracts.
Class of Individuals: This information relates to all individuals working on contract for the Office of the Auditor General (OAG) anywhere in the world.
Purpose: The purpose of this bank is to maintain information on individual consultants engaged under contract.
Consistent Uses: This information is used to report on status and commitment values of contracts throughout the Office.
Retention and Disposal Standards: Files are kept for six fiscal years.
PAC# = 78-001
TBS Registration Number: 001587

OAG/P-PU-010
Unsolicited Employment Applications
Description: The data in this bank include the applicant's name and address, the date the application was acknowledged and the type of action taken (e.g., future vacancies). Anyone requesting access to these records should do so in writing.
Class of Individuals: The information relates to persons who have submitted applications without the Office of the Auditor General requesting them to do so.
Purpose: This bank exists to keep a record of unsolicited employment applications received by the Office and the action taken by the Office following the receipt of an application.
Retention and Disposal Standards: Records are retained for two years.
PAC# = 78-001
TBS Registration Number: 001588

OAG/P-PU-015
Competition Files
Description: This bank exists in accordance with Section 18 of the Public Service Employment Regulations, to record and provide information related to any competition administered by the Auditor General's Office. The data include job descriptions; requests to staff; job profiles; statement of qualifications; terms of reference; eligibility lists; applications for the particular competitions. The bank contains records on all persons who are included in a competition which the Auditor General's Office administers. Individuals may gain access to these records by a written request.
Class of Individuals: The information relates to all persons who are included in a competition which the Auditor General's Office administers.
Purpose: The bank is used to provide information relating to all competitions administered by the Auditor General's Office so that the most meritorious candidate is selected.
Retention and Disposal Standards: Retention for board assessments is two years following board date; for eligibility lists one year after expiry; and for other documents two years from date of completion of process.
PAC# = 78-001
TBS Registration Number: 001589

OAG/P-PU-020
Access Request Data Bank
Description: This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing.
Class of Individuals: This information relates to individuals requesting access to their files.
Purpose: Information in this bank is used for processing access requests only, and to report on the number of access requests received annually.
Retention and Disposal Standards: Files are kept for two years.
PAC# = 78-001
TBS Registration Number: 001590

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Address all official requests to the Privacy Co-ordinator at the address given under Access Procedures.

PARTICULAR BANKS

OAG/P-PE-801
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001605

OFFICE OF THE AUDITOR GENERAL

STANDARD BANKS

The following banks are located at headquarters.

OAG/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001245

OAG/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001246

OAG/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001247

OAG/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001248

OAG/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001249

OAG/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001250

OAG/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001251

OAG/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001252

OAG/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001253

OAG/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001254

OAG/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001255

OAG/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001256

OAG/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001257

OAG/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001258

OAG/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001259

OAG/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001260

BANK OF CANADA

Chapter 5

BANK OF CANADA

Background

The Bank of Canada is Canada's central bank. It was incorporated in 1934 under the *Bank of Canada Act* which charges it with the responsibility to regulate "credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

Responsibility for the affairs of the Bank rests with a board of directors composed of the Governor, the senior deputy governor and 12 directors, appointed by the government for three-year terms. The Deputy Minister of Finance sits on the board but does not have the right to vote. The Governor is the chief executive officer of the Bank and handles the direction and control of the Bank's affairs.

Access Procedures

Normally, individuals who wish to enquire about their status with respect to personal information banks BOC/P-PU-005, BOC/P-PU-010 and BOC/P-PU-015 (see below), may write directly to the Information Division, Public Debt Department. In the case of BOC/P-PU-020, personal enquiries may be directed to the Comptroller, or access to the complete file may be arranged by contacting an agency of the Bank of Canada. Enquiries and requests for personal information under the *Privacy Act* should be addressed to:

Adviser and Secretary/Privacy Co-ordinator
Bank of Canada
234 Wellington Street
4th Floor, Centre Building
Ottawa, Ontario
K1A 0G9
(613) 782-8537

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

BOC/P-PU-005
Government of Canada Bond Registers
Description: This bank contains names, addresses, social insurance numbers or account numbers and a listing of bonds purchased and redeemed by individuals.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record from which the liability of the Government of Canada in the form of direct or guaranteed securities can be established. Other purposes are to establish the status of individual bonds and to respond to enquiries from bond owners.
Consistent Uses: This bank is used in the general administration of the government's debt and, in particular, to maintain a record of ownership of fully registered bonds as required by section 4 of the Domestic Bonds of Canada Regulations issued under the authority of the *Financial Administration Act*. The registers of fully registered bonds form the basis on which interest payments, either by cheque or by direct deposit, are made.
Retention and Disposal Standards: Microfilm copies of these records are held indefinitely. (Authority — Domestic Bonds of Canada Regulations)
Related to COR: BOC/PDD-315
TBS Registration Number: 000070

BOC/P-PU-010
Registers of Interest Paid
Description: This bank contains names, addresses, social insurance numbers or account numbers of individuals to whom interest is paid, together with the listing of all bonds held.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record of interest paid, by cheque or direct deposit, to holders of fully registered Government of Canada marketable bonds and Canada Savings Bonds.
Consistent Uses: The information is used to investigate and respond to enquiries from bond owners relating to interest payments.
Retention and Disposal Standards: Records are kept for a period of seven years for paper files and 12 years for microfiche records.
Related to COR: BOC/PDD-320
TBS Registration Number: 000071

BOC/P-PU-015
Bondholder Enquiries and Estate Files
Description: This bank contains names, addresses, social insurance numbers and copies of legal documents that support the transfer of ownership of Government of Canada bonds and other correspondence between bond owners, or their authorized representatives, and the Bank of Canada. Included in the correspondence are requests for information on bonds presently or previously held; communications concerning lost bonds, coupons and interest cheques; requests for information concerning the terms and conditions of specific issues, and interpretations of the Domestic Bonds of Canada Regulations.
Class of Individuals: General public.
Purpose: The purpose of this bank is to store documents that support the transfer of ownership of Government of Canada bonds and other correspondence between bond owners, or their authorized representatives, and the Bank of Canada.
Consistent Uses: The information is used to respond to enquiries from bond owners, or their authorized representatives.
Retention and Disposal Standards: Retention periods range from two years to indefinite. (Authority — Domestic Bonds of Canada Regulations)
Related to COR: BOC/PDD-335
TBS Registration Number: 000072

BOC/P-PU-020
Unclaimed Bank Balances
Description: This bank contains an alphabetical record of all unclaimed bank accounts that have been transferred to the Bank of Canada. An unclaimed bank balance is a debt payable by a bank in Canadian currency as a result of either (a) no transaction having taken place and no statement of account having been requested or acknowledged by the creditor during a period of ten years with respect to a deposit held by that creditor at a branch of a bank, or (b) no payment having been made, on a cheque, draft or bill of exchange issued, certified or accepted by a branch of a Canadian bank, for a period of ten years from the date of issue, certification or acceptance (including an instrument drawn by one branch of a bank on another branch of the bank, but not including an instrument issued in payment of a dividend on the capital stock of a bank). Dormant bank balances of $50 or less which have not been claimed from the Bank of Canada for a further 20 years are then turned over to the Receiver General for Canada. Dormant bank balances of more than $50 are kept indefinitely under the present legislation. In addition, this bank contains letters requesting verification of ownership of unclaimed bank balances as well as requests to purchase the Unclaimed Bank Balance microfiche file. Requests originate from individuals, chartered banks, trust companies, barristers and solicitors and tracing companies on behalf of their clients.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record of unclaimed bank balances that have been transferred to the Bank of

Canada from Canadian chartered banks in accordance with section 209 of the *Bank Act*.

Consistent Uses: To investigate and respond to enquiries from prospective claimants in order to arrange for payments to verified owners of the dormant balances.

Retention and Disposal Standards: Balances of $50 or less — records kept for 21 years. Balances over $50 — records kept indefinitely (Authority — *Bank Act*). Positive responses to requests for verification of ownership are kept for seven years, negative responses are kept of three years, then destroyed. Records relating to the purchases of the microfiche file are kept for a period of seven years, then destroyed.

Related to COR: BOC/COM-345

TBS Registration Number: 000073

BOC/P-PU-025

Personal Information Disclosed to Federal Investigative Bodies

Description: This bank has been established in accordance with subsection 8(4) of the *Privacy Act* in order to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(*e*) of the *Privacy Act*, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.

Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(*e*) of the *Privacy Act* from federal investigative bodies.

Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures, investigate complaints and report on any abuse of this disclosure provision.

Retention and Disposal Standards: Records are retained for two years after their last administrative use and are then destroyed.

TBS Registration Number: 001595

BOC/P-PU-030

Access to Information and Privacy Requests Data Bank

Description: This bank contains the access to information and personal information request forms or letters sent by individuals requesting access to files, the replies to such requests and information related to their processing, including copies of information that may have been disclosed and any record of subsequent complaints.

Class of Individuals: Canadian citizens/permanent residents of Canada.

Purpose: The information is used for processing requests; to assist in the preparation of annual reports, and to provide a record of all such requests received by the Bank.

Retention and Disposal Standards: These files are held for two years, then destroyed.

TBS Registration Number: 001596

BOC/P-PU-035

Applications for Employment

Description: This bank contains all applications received from the general public requesting employment with the Bank of Canada. It includes completed application forms, letters, curriculum vitae and other personal information. Individuals are identified by name. Applicant profiles are also maintained on a microcomputer.

Class of Individuals: Individuals seeking employment.

Purpose: The files are used in the selection of staff.

Retention and Disposal Standards: Records are kept for a period of one year, then destroyed. Information on the microcomputer is kept for a period of two years.

TBS Registration Number: 001597

BOC/P-PU-040

Canada Savings Bonds Surveys

Description: This bank contains information collected from the general public on their attitudes towards financial product attributes and to different combinations of these attributes. It also contains information on the public's ownership of various financial products (financial assets), the likelihood of purchase of new investment products and the amount of their purchase.

Class of Individuals: General public.

Purpose: The information is used for the purpose of determining the attitudes and reactions of the general public towards holding various investment instruments, including government debt instruments in particular.

Retention and Disposal Standards: Records are kept for a period of two years, then destroyed.

Related to COR: BOC/SEC-040

TBS Registration Number: 001941

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Privacy Co-ordinator
Bank of Canada
234 Wellington Street
4th Floor, Centre Building
Ottawa, Ontario
K1A 0G9
(613) 782-8537

As the responsibility for the affairs of the Bank rests with a board of directors, some of its administrative functions and activities differ slightly from those in many government departments and agencies.

PARTICULAR BANKS

The following banks are located at head office, 234 Wellington Street, Ottawa, Ontario.

BOC/P-PE-810 *Formerly identified as:* BOC/P-SE-901

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required.

Class of Individuals: Bank of Canada employees.
Purpose: This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer.
Consistent Uses: The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.
Retention and Disposal Standards: After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed.
TBS Registration Number: 002210

BOC/P-PE-815 *Formerly identified as:* BOC/P-PE-804
Staffing
Description: The bank contains competition posters which describe the positions available, salary ranges and selection profiles. It includes transfer requests; human resources inventory print-outs; candidates' applications; lists of candidates; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the social insurance number. Notations of staffing decisions may also appear in the Employee Personnel Record.
Class of Individuals: Bank of Canada employees.
Purpose: The bank provides a record of the information used in staffing positions.
Consistent Uses: To select candidates and staff positions.
Retention and Disposal Standards: Staffing applications are kept for a period of three years after the year in which they are received, then destroyed.
TBS Registration Number: 002013

BOC/P-PE-816 *Formerly identified as:* BOC/P-SE-909, 917
Reliability Checks and Security Clearances
Description: This bank contains photographs, identification forms, social insurance number, completed fingerprint forms, results of the Canadian Police Information Centre (CPIC) checks and/or criminal records checks, credit bureau checks, and completed Consent to the Disclosure of Personal Information Forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada prescribed forms dealing with security clearances, security briefings, correspondence related to the security clearance of the employee, and correspondence related to the issuance of identification cards. Notation of level of security clearance may be attached to the Employee Personnel Record.
Class of Individuals: Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings in order to provide a service to the Bank.
Purpose: The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security classification; and to maintain information relating to the issuance of identification cards.
Consistent Uses: The records are used to help determine an individual's reliability, to determine the level of security clearance, to provide information for the administration of the Bank's security measures and to issue and control identification cards. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately.
TBS Registration Number: 002216

BOC/P-PE-817 *Formerly identified as:* BOC/P-PE-805
Employment Equity Program
Description: This bank contains information on the self-identification of employees within the Bank of Canada by each of the four groups designated by the employment equity legislation: women, aboriginal peoples, the disabled and visible minorities. The information will be maintained on a microcomputer.
Class of Individuals: Regular full-time employees; regular part-time employees.
Purpose: Information will be used for purposes specified in the *Employment Equity Act*; that is, for program development and implementation, as well as for the summary reports on employment equity that must be submitted annually to the Minister of Employment and Immigration.
Consistent Uses: The data will be used to determine the degree to which the four designated groups are equitably represented within the Bank's various occupational groupings and responsibility levels. The social insurance number may be used to link information in this bank with that in another bank in order to obtain statistical information on employees, where the securing of such information would be consistent with the uses for which the personal information was collected.
Retention and Disposal Standards: These records will be retained for a period of two years after an employee leaves the Bank, then destroyed. In addition, the information used in the preparation of the Annual Report to the Minister of Employment and Immigration will be kept for a period of three years after the year in respect of which the report is made, then destroyed.
TBS Registration Number: 001942

BOC/P-PE-820 *Formerly identified as:* BOC/P-SE-904
Pay and Benefits
Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the *Income Tax Act*, the *Unemployment Insurance Commission Act* and the *Canada Pension Plan Act*.
Consistent Uses: To approve the disbursement of salaries and

allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*.

Retention and Disposal Standards: After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information.

TBS Registration Number: 002212

BOC/P-PE-821 *Formerly identified as:* BOC/P-SE-903

Attendance and Leave

Description: This bank contains absence input forms and summary reports which include the social insurance number, leave applications, and correspondence related to attendance and leave. While [illegible] social insurance number is included on absence reporting forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to support the administration of employee attendance and leave.

Consistent Uses: To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism.

Retention and Disposal Standards: Records are kept for a period of three years, then destroyed.

TBS Registration Number: 002211

BOC/P-PE-822 *Formerly identified as:* BOC/P-PE-803

Garnishees

Description: This bank contains orders of garnishment and related correspondence.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information concerning orders for garnishment.

Consistent Uses: To provide for the execution of orders of garnishment.

Retention and Disposal Standards: Records are kept for a period of three years after the garnishment order is no longer in force, then destroyed.

TBS Registration Number: 000076

BOC/P-PE-825 *Formerly identified as:* BOC/P-SE-905

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs.

Consistent Uses: To approve the participation of employees in training and development activities, to register the employees and to certify their achievements.

Retention and Disposal Standards: Records are kept for a period of five years, then destroyed.

TBS Registration Number: 002213

BOC/P-PE-826 *Formerly identified as:* BOC/P-SE-906

Official Languages

Description: This bank contains course enrollment and attendance information, language training applications containing basic personal data such as first official language, date of birth and the social insurance number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees.

Consistent Uses: To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs.

Retention and Disposal Standards: Records are kept for a period of two years after the employee leaves the Bank, then destroyed.

TBS Registration Number: 002214

BOC/P-PE-830 *Formerly identified as:* BOC/P-SE-907

Employee Health Services

Description: This bank contains occupational health evaluations and all personal medical data including employee assistance records. Copies of Workers Compensation reports are also maintained in the employee health file.

Class of Individuals: Bank of Canada employees.

Purpose: The purpose of this bank is to maintain individual records on the health of employees, and to provide documentation for the administration of occupational health programs.

Retention and Disposal Standards: Records are kept for a period of 20 years after the employee leaves the Bank, and a further 20 years for certain records relating to designated substances.

TBS Registration Number: 002215

BOC/P-PE-831 *Formerly identified as:* BOC/P-SE-907

Occupational Injury

Description: This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also maintained on a microcomputer.

Class of Individuals: Bank of Canada employees.

Purpose: To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada.

Consistent Uses: To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection.

Retention and Disposal Standards: First aid records are retained for two years; accident or occupational injury or illness records are retained for ten years.

TBS Registration Number: 002217

BOC/P-PE-835 *Formerly identified as:* BOC/P-SE-911
Grievances
Description: This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to record information used in the grievance process.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels in the grievance process.
Retention and Disposal Standards: Records are kept for a period of five years following date of resolution, then destroyed.
TBS Registration Number: 002218

BOC/P-PE-836 *Formerly identified as:* BOC/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions.
Consistent Uses: To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment.
Retention and Disposal Standards: Records are kept for a period of five years following the date of disciplinary action, then destroyed.
TBS Registration Number: 002219

BOC/P-PE-837 *Formerly identified as:* BOC/P-SE-919
Personal Harassment
Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace.
Consistent Uses: To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. It is also used to support decisions on transfer and discipline of employees.
Retention and Disposal Standards: Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed.
TBS Registration Number: 002237

BOC/P-PE-840 *Formerly identified as:* BOC/P-PE-801
Relocation
Description: This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees.
Class of Individuals: Employees of the institution.
Purpose: The purpose of this bank is to maintain information regarding the relocation of employees.
Consistent Uses: To administer the relocation functions with respect to their approval, as well as advances and claims.
Retention and Disposal Standards: Records are kept for a period of five years following the date of the last transaction, after which they are destroyed.
TBS Registration Number: 000074

BOC/P-PE-841 *Formerly identified as:* BOC/P-PE-802
Travel
Description: This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel.
Class of Individuals: Employees of the institution.
Purpose: The purpose of this bank is to maintain information regarding the travelling expenses of employees.
Consistent Uses: To provide advances and approve claims for business travel expenses.
Retention and Disposal Standards: Records are kept for a period of seven years, then destroyed.
TBS Registration Number: 000075

BOC/P-PE-842 *Formerly identified as:* BOC/P-SE-914
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank.
Class of Individuals: Bank of Canada employees.
Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.
Consistent Uses: To maintain a record of parking permits.
Retention and Disposal Standards: Records are kept for a period of three years after the permit expires, then destroyed.
TBS Registration Number: 002236

CANADA COUNCIL

Chapter 6

CANADA COUNCIL

Background

The Canada Council was created by the Parliament of Canada in 1957(*Canada Council Act*, 1957, RSC 1970 c-2, as amended). The mandate of the Canada Council (Section 8(1)) is "to foster and promote the study and enjoyment of, and the production of works, in the arts."

Overall Responsibilities

In particular, but without limiting the generality of the foregoing, the Council may, to further its objectives:

- assist, co-operate with and enlist the aid of organizations, the objectives of which are similar to any of the objectives of the Council;
- provide, through appropriate organizations or otherwise, for grants, scholarships or loans to persons in Canada for study or research in the arts in Canada or elsewhere, or to persons in other countries for study or research in the arts in Canada;
- make awards to persons in Canada for outstanding accomplishment in the arts;
- arrange for and sponsor exhibitions, performances and publications of works in the arts;
- exchange with other countries or organizations or persons therein knowledge and information respecting the arts; and
- arrange for representation and interpretation of Canadian arts in other countries.

The arts are defined (Section 2) as "architecture, the arts of the theatre, literature, music, painting, sculpture, the graphic arts, and other similar creative and interpretative activities." Council's concerns include not only existing but also emerging new artists, audiences, arts organizations and works in the arts.

The Canada Council has adopted as its general policy objective to recognize, foster, and promote excellence in the arts. Most grants are awarded through an extensive system of competitions, juried by practising artists and other independent specialists in the disciplines involved. The principles of advertised competition and peer evaluation are integral to the decision-making process of the Council.

In addition to its mandate to foster and promote the arts, the Canada Council has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) (Section 8(2), Order-in-Council PC 1957-831), in conformity with the constitution of UNESCO.

The Council also administers the Killam Program of scholarly awards and prizes, financed from a private legacy. The Public Lending Right Commission, which provides payments to Canadian authors for the public use of their works in Canadian libraries, operates under the aegis of the Council.

Access Procedures

Please direct enquiries under the *Privacy Act* to:

Access to Information and Privacy Co-ordinator
Canada Council
99 Metcalfe Street
P.O. Box 1047
Ottawa, Ontario
K1P 5V8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Arts Awards Service

CAC/P-PU-005

Arts Grants Case Files

Description: Contains the name, address, phone number and curriculum vitae of each candidate applying for a grant. In addition, the files indicate the process of adjudication used (jury or assessment) and may include the comments (or a précis of the comments) of the jurors or assessors. Arts grants "A" and "B" files contain up to three confidential letters of appraisal, which are signed by an appraiser and sent directly to the Canada Council without being seen by the candidate. The files are organized alphabetically according to grant category. A card file containing the personal information and adjudication result is maintained separately and organized alphabetically.

Class of Individuals: Grant applicants.

Purpose: Contains files of individuals who have applied to the Arts Awards Service for an arts grant in one of five categories: Arts grants "A" and "B", non-fiction writing, project grants and travel grants. The Bank is managed by the registration section of the service.

Consistent Uses: Used in the adjudication process of grant requests and to provide data for statistical analysis of requests for individual grants.

PAC# = 83-038

Related to COR: CAC/AAS-030

TBS Registration Number: 000313

CAC/P-PU-015

Paris Studios Program Case Files

Description: Candidate files containing letters of request and curricula vitae of candidates, as well as correspondence including addresses.

Class of Individuals: Studio applicants.

Purpose: The bank contains the requests by individual artists for access to artists' studios in Paris, France. The bank is maintained by the central registry section of the Canada Council.

Consistent Uses. The information contained in the bank is used to evaluate the relative merit of the requests for access to artists' studios.

PAC# = 83-038

Related to COR: CAC/AAS-025

TBS Registration Number: 000315

CAC/P-PU-020

Correspondence Files

Description: Correspondence, including addresses.

Class of Individuals: Correspondents with Canada Council.

Purpose: The bank contains correspondence from individuals who have not made formal application for a grant from the Arts Awards Service. It is maintained by the registry section of the Service.

Consistent Uses: To maintain a record of all correspondence sent to the Arts Awards Service.

PAC# = 83-038

Related to COR: CAC/AAS-025

TBS Registration Number: 000316

CANADA COUNCIL

Explorations Program

CAC/P-PU-025

Explorations Grants Case Files

Description: The files contain names, addresses, phone numbers and curricula vitae of candidates. There are up to three confidential letters of appraisal which are signed by an appraiser and sent directly to the Explorations Program without being seen by the candidate. In addition, the file contains a letter notifying the candidate of the result. In the case of a successful applicant, interim and final reports will be added to the file while the project is being carried out. The files are organized numerically. A card file containing the personal information and adjudication results is maintained separately and organized alphabetically.

Class of Individuals: Explorations grant applicants.

Purpose: The bank contains files of individuals who have applied for an explorations grant. The bank is managed by the registration section of the Explorations Program.

Consistent Uses: The files are used in the adjudication process of grant requests and to provide data for statistical analysis of requests for individual grants.

PAC# = 83-038

Related to COR: CAC/EXP-070

TBS Registration Number: 000317

Communications Service

CAC/P-PU-030

Communications Service Mailing List

The Communications Service has direct responsibility for the management of this mailing list. The purpose of this mailing list is to compile and maintain addresses of individuals and organizations to whom selected Canada Council publications are sent. It contains names and addresses of individual artists, arts organizations, organizational contacts, government departments, universities and other organizations to whom publications are sent. In addition, each computer record contains a unique reference number, a code which identifies the discipline and area of interest, and a second code which specifies whether or not the individual is a client of the Council. The list is used to facilitate the sending of Canada Council publications to interested parties. The code which specifies whether or not the individual is a client of the Council is not included on the actual mailing labels. Files are revised on an ongoing basis. Names are added or deleted as programs change, or the status of recipients changes, etc.

Art Bank

CAC/P-PU-035

Purchase of Art Works from Artists Case Files

The purpose of this bank is to maintain a record of applications to the art bank for the purchase of artworks from individual artists. It contains case files, including letters of application from individual artists, correspondence to and from artists, invoices, biographical data, and jury decisions. It is used to keep records on applications by artists for purchases of their work, to ensure payment is made for each work purchased, and to accumulate information on all works purchased from one artist. Files are kept permanently for successful applications. Files on unsuccessful applicants are retained at the Council for three years, after which they are destroyed.

CAC/P-PU-040

Art Bank Labels

These labels are affixed to works of art. They contain the name, date and place of birth of the artist, as well as the title, medium, date of creation, and accession number of the work. The labels are kept for as long as the work is in the art bank collection.

CAC/P-PU-045

Installation Works of Art Files

The purpose of this bank is to collect descriptive data on works purchased, especially on how works should be installed. It contains diagrams and forms, supplied by artists or their dealers, giving details on installation of works of art. The files are used to identify works and assist with their installation. Records are kept permanently.

CAC/P-PU-050

Biographical Files

The purpose of this bank is to collect biographical information on artists, including biographies sent by artists or their dealers, invitations to exhibition openings, newspaper clippings, etc. It is used as research information by staff and the public. Records are kept permanently.

CAC/P-PU-055

Accession Cards

The purpose of this bank is to keep track of all works in the art bank collection as well as to provide some basic information on the artists. It contains such data on purchased works as title, medium, size, signature on work, date of creation, jury members, date of purchase, history of location, of work, and rental fee. In addition, this bank contains basic information on the artist such as birthdate and place, citizenship, his/her dealer and place of residence when work was purchased. It is used to keep records of all works purchased by the art bank as well as their current location. In addition, it is used to provide statistical information on artworks and artists represented in the art bank collection and to compile information for the art bank catalogue. Records are kept permanently.

CAC/P-PU-060

Art Bank Catalogue

This bank is used to list all works purchased for the art bank collection. It lists all works in the collection, giving information on the artists, place and date of birth, as well as the title, medium, size and accession number of each work. It is used for research purposes by the art bank and the general public. Records are updated on a yearly basis to account for changes in the collection. The catalogue is reproduced bi-annually.

CAC/P-PU-065

Damaged/Lost Works

The purpose of this bank is to document lost or damaged art bank works. It contains condition reports, correspondence with clients, conservators, insurance adjusters, etc., as well as invoices and copies of cheques. It is used to keep track of damaged works, restoration procedures, costs and payment and where works were lost or stolen. Records are kept permanently.

CAC/P-PU-070
Repurchase Program

The purpose of this bank is to maintain a record of artists' requests to repurchase works of art originally sold to the art bank. Financial transactions are also recorded in these files. It contains letters of application from artists or their dealers, details of repurchase costs, invoices, correspondence to artists informing them of the art bank decision and copies of cheques. The bank contains records on the repurchase program and the number of works each artist has requested for repurchase. Records are kept permanently.

CAC/P-PU-075
Application for Employment Search File

The purpose of this bank is to maintain a record of applications made directly to the art bank (outside of regular Canada Council competitions). It contains applications from prospective employees and generally includes resumes, covering letters with addresses, etc. After initial sorting, copies of applications are transferred to the personnel section of the Canada Council in case suitable positions arise. Copies of applications are maintained at the art bank for three years, after which they are destroyed.

CAC/P-PU-080
The Canadian Painters and Canadian Sculpture Slide Sets

The purpose of this bank is to maintain slide sets of Canadian contemporary artwork for sale to the public. Short biographies of the artists involved and descriptions of their works are included in order to identify the slides. The slides are for sale to the general public although the majority of buyers include libraries, universities, and art galleries. Slides are kept until all sets are sold.

Assistant Director and Director of the Arts Division

CAC/P-PU-085
Assessors Book

This information bank contains lists of names of individuals recognized as experts in the various disciplines of the arts who might be called upon to advise the Canada Council as jurors, assessors or advisors in all areas of the Council's activities. Complied by each section for its own discipline, the list is reviewed annually by each discipline's advisory committee and approved by the Canada Council Board. The lists are then complied into the *Assessors' Book.*

Human Resources Section

CAC/P-PU-090
Applications for Employment

The bank is used to maintain an inventory of applications received from individuals seeking employment with the Canada Council. Records include both applications solicited for specific competitions and unsolicited applications. It includes covering letters, career resumes, letters of recommendation, and acknowledgement of applications. Resumes normally provide individual's name, social insurance number, address, personal characteristics, employment history, and other personal information. In the absence of a resume, applicants submit a Public Service of Canada application for employment. Applications are used to assist in filling available positions. Both solicited and unsolicited applications are kept for one year.

Canadian Commission for UNESCO

CAC/P-PU-095
UNESCO Mailing List

The purpose of this bank is to maintain a record of individuals to whom UNESCO publications, including reports, press releases, and the minutes of meetings, may be sent. It contains addresses which normally include the individual's name, address, and telephone number as well as codes identifying disciplines of interest such as general education, adult education, natural sciences, social sciences, culture, communications, etc. It is used to identify individuals to whom UNESCO-related documents can be sent. Information is held permanently, or until the client wishes to be removed from the list.

CAC/P-PU-100
Biographies

The purpose of the bank is to maintain a bank of selected biographical material on individuals who may be suited to serving UNESCO in some capacity (e.g. at international conferences or on related bodies). Most of the biographical material is obtained from suitable individuals applying for employment. In addition, UNESCO assembles biographies on its own or commissions biographies. Each file normally contains an individual's name, address, work history, educational background and date of birth. This bank is rarely utilized; occasionally the information is used to assist in choosing persons to participate in UNESCO-related activities, such as international meetings, or to aid in the election of members to the UNESCO executive committee. The bank also provides addresses for the UNESCO mailing list. Records are kept permanently, or until the client wishes to be removed from the list.

CAC/P-PU-105
National Commission Grants Case Files

The purpose of this bank is to maintain a record of the application and assessment of associations or individuals applying for travel and/or project assistance under the National Commission Grants Program. This bank contains application letters, supporting data presented by the applicant, the project proposal, financial data, the decision of the Commission, and in the case of a funded project, financial and administrative data. It is used to maintain a record of the application and assessment of associations or individuals applying for travel and/or project assistance. Records are retained permanently.

CAC/P-PU-110
Applications for Employment

The purpose of this bank is to maintain a record of applications from individuals for employment with UNESCO in Paris and elsewhere abroad (i.e. positions other than with the secretariat of the Canadian Commission). The bank contains names, addresses and requests. Applications including resume, covering letter, etc. are forwarded to the relevant office or body. Only copies of the covering letters which normally accompany applications are retained. These copies are retained solely for record tracing purposes. Records are retained for five years, after which they are destroyed.

Media Arts Section

CAC/P-PU-115
Video/Audio Production Grants
Description: Video/Audio Production files of grant holders containing correspondence relating to the preliminary inquiry, the application

with supporting data, the details of payment of the grant and the final report of the grant holder's success.
Class of Individuals: Grant applicants.
Purpose: Contains files of individuals who have applied for a Video/Audio Production Grant.
Consistent Uses: The files are used in the adjudication process of grant requests.
Retention and Disposal Standards: Files are retained for eight years. Successful files are transferred to the National Archives of Canada after the retention period. Unsuccessful files are destroyed after the retention period.
PAC# = 83-038
TBS Registration Number: 001645

CAC/P-PU-120
Computer Integrated Media
Description: Computer-Integrated Media files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success.
Class of Individuals: Grant applicants.
Purpose: Contains files of individuals who have applied for a Computer-Integrated Media Grant.
Consistent Uses: The files are used in the adjudication process of grant requests.
Retention and Disposal Standards: Files are retained for eight years. Successful files are transferred to the National Archives of Canada after the retention period. Unsuccessful files are destroyed after the retention period.
PAC# = 83-038
TBS Registration Number: 001646

CAC/P-PU-125
Film/Holography Production Grants
Description: Film/Holography Production files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success.
Class of Individuals: Grant applicants.
Purpose: Contains files of individuals who have applied for a Film/Holography Production Grant.
Consistent Uses: The files are used in the adjudication process of grant requests.
Retention and Disposal Standards: Files are retained for eight years. Successful files are transferred to the National Archives of Canada after the retention period. Unsuccessful files are destroyed after the retention period.
PAC# = 83-038
TBS Registration Number: 001647

Visual Arts Section

CAC/P-PU-130
Performance Arts
Description: Performance Arts files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success.
Class of Individuals: Grant applicants.
Purpose: Contains files of individuals who have applied for a Performance Arts Grant.
Consistent Uses: The files are used in the adjudication process of grant requests.
Retention and Disposal Standards: Files are retained for eight years. Successful files are transferred to the National Archives of Canada after the retention period. Unsuccessful files are destroyed after the retention period.
PAC# = 83-038
TBS Registration Number: 001648

Touring Office

CAC/P-PU-135
Touring Office Case Files
Description: Touring Office files of grant holders containing correspondence relating to the preliminary inquiry, the application with supporting data, the details of payment of the grant and the final report of the grant holder's success.
Class of Individuals: Grant applicants.
Purpose: Contains files of individuals who have applied to the Touring Office for a touring grant in one of the following categories: Apprenticeship Program; Concerts Canada Program; Festivals Program.
Consistent Uses: The files are used in the adjudication process of grant requests.
Retention and Disposal Standards: Files are retained for eight years. Successful files are transferred to National Archives of Canada after the retention period. Unsuccessful files are destroyed after the retention period.
PAC# = 83-038
TBS Registration Number: 001649

Secretary to Council

CAC/P-PU-140
Federal Investigative Body Requests
Description: This bank contains requests made by federal investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. To date, it contains a very limited number of requests.
Purpose: The purpose of this bank is to ensure that requests by federal investigative bodies for personal information held by the Canada Council are properly authorized.
Consistent Uses: The records are used to monitor and maintain a record of the information requested and/or provide it to federal investigative bodies, and to ensure compliance with the *Privacy Act*. The records may be viewed by the Privacy Commissioner or delegate when investigating complaints.
Retention and Disposal Standards: Records in this bank are retained for two years after their last administrative use, and are then destroyed.
PAC# = 85-001
TBS Registration Number: 001650

CAC/P-PU-145
Access to Information and Privacy Bank

This bank contains requests from individuals seeking information under the *Access to Information Act*, the *Privacy Act*, replies to such requests and information related to their processing. This information relates to the general public. The bank is used to process requests of access to information and privacy and report the total number of requests processed. Records are retained for two years.

Director of the Canada Council

CAC/P-PU-150
Public Lending Right Commission Case Files (New)
Description: This bank contains the names, addresses, phone numbers and citizenship of the applicants, plus supporting documentation for

the book titles being registered. A computer print-out details the number of libraries the books were found in, the amount the books earned, and the authors's earnings for each year in the PLR Program.

Class of Individuals: Canadian writers, editors, translators, illustrators, and photographers who have applied for the PLR Program.

Purpose: The files are used to verify that authors/contributors and titles are eligible under the criteria established by the Commission.

Retention and Disposal Standards: To be determined.

TBS Registration Number: 002207

CAC/P-PU-155

Killam Research Fellowship (New)

Description: The files contain names, addresses, phone numbers and curricula vitae of candidates, four confidential letters of appraisal sent directly to the Killam Program by assessors selected by Killam staff, and two letters of appraisal sent directly to the Killam Program by referees nominated by the candidate. The files are organized numerically. A card file containing the personal information is maintained separately and organized alphabetically. The bank is managed by the Killam Program office.

Class of Individuals: Applicants fo a Killam Research Fellowship.

Purpose: The files are used for the adjudication of the Fellowship competition.

Retention and Disposal Standards: To be determined.

TBS Registration Number: 002208

CAC/P-PU-160

Izaak Walton Killam Memorial Prize (New)

Description: The files contain names, addresses, phone numbers and curricula vitae of candidates, as well as up to 12 confidential letters of nomination and support sent directly to the Killam Program by assessors selected from a list offered by the nominators. The files are organized numerically. A card file containing the personal information is maintained seperately and organized alphabetically. The bank is managed by the Killam Program office.

Class of Individuals: Candidates who have been nominated for the Izaak Walton Killam Memorial Prize.

Purpose: The files are use for the adjudication of the Prize.

Retention and Disposal Standards: To be determined.

TBS Registration Number: 002206

Classes of Personal Information

Visiting Foreign Artists File

Personal information regarding artists may be contained in the visiting foreign artists files, which are organized alphabetically by institution, and are not retrievable by personal identifiers. Personal information includes name, address and curricula vitae of foreign artists invited to Canada.

Routine Correspondence and Other Subject Files

Personal information of a routine nature may be found in correspondence or other subject files. This information is generally not retrievable by personal name or other personal identifier and is normally not used for administrative purposes (e.g., requests for grant application forms or other correspondence not leading to an actual application).

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Privacy Co-ordinator
Canada Council
99 Metcalfe Street
Ottawa, Ontario
K1P 5V8
(613) 237-3400

STANDARD BANKS

CAC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

CAC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).

CAC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).

CAC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

CAC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

CAC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).

CAC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).

CAC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).

CAC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).

CAC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).

CAC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).

CAC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).

CANADA COUNCIL

Deleted Personal Information Banks

The following personal information bank has been transferred to the National Archives of Canada:

CAC/P-PU-010	Grants for International Representation case Files

CANADA DEPOSIT INSURANCE CORPORATION

Chapter 7

CANADA DEPOSIT INSURANCE CORPORATION

Background

The Canada Deposit Insurance Corporation (CDIC) was established in 1967 by the *Canada Deposit Insurance Corporation Act*. The Corporation's primary role is to provide, for the benefit of persons having deposits in a bank, trust or loan company, insurance against the loss of all or part of their deposits to a maximum of $60 000 in the event of the failure of the member institution concerned. The definition of "deposit" may be summarized as moneys received by a member institution which it is obligated to repay on demand, or on a fixed or determinable date that is within five years from the date of the deposit. Deposits not payable in Canada or repayable in foreign currency are not insured. In the furtherance of its main function, the Corporation may, amongst other powers, acquire assets from, or make or guarantee loans to, or deposits with a member institution for the purpose of averting or reducing a threatened loss to the Corporation.

Organization

CDIC is administered by a Board of Directors which consists of: the Chairman, appointed by the Governor in Council; four directors holding the offices of the Governor of the Bank of Canada, the Deputy Minister of Finance, the Superintendent of Financial Institutions and the Deputy Superintendent of Financial Institutions; and four private sector members appointed by the Governor in Council.

Access Procedures

Please address any requests and enquiries under the *Privacy Act* to:

Access to Information and Privacy Co-ordinator
Canada Deposit Insurance Corporation
P.O. Box 2340, Station D
320 Queen Street, 22nd Floor
Place de Ville, Tower A
Ottawa, Ontario
K1P 5W5
(613) 996-2081

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CDI/P-PU-005
Payments to Depositors

This bank contains records supporting payments to insured depositors. The information relates to depositors of insolvent member institutions. The purpose of this bank is to determine the deposit insurance payments owing to insured depositors. This bank is also used to support payments made to depositors of insolvent members. The disposal criteria for this bank are to be established.

CDI/P-PU-010
Personal Services Contract (New)
Description: This bank contains contracts placed with the Canada Deposit Insurance Corporation, types of services rendered, lengths of contracts and money expended. The bank contains the contracts and supporting documents.
Class of Individuals: Individuals hired under the personal contracts by the Corporation.
Purpose: The bank is used for accounting, reference and statistical purposes.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
TBS Registration Number: 002291

CDI/P-PU-015
Applications for Employment (New)
Description: This bank serves as a reference for any applications received from individuals seeking employment with the Canada Deposit Insurance Corporation. These requests usually consist of a letter to which a curriculum vitae is attached and which contains such information as the name, address, education and experience of the individual.
Class of Individuals: Individuals seeking employment with the Canada Deposit Insurance Corporation.
Purpose: These applications are considered as positions become vacant. Information is compiled so that it can be referred to when considering a candidate for a vacated position.
Consistent Uses: The bank is also used to store information on these individuals.
Retention and Disposal Standards: The records are retained for two years, and are then destroyed.
TBS Registration Number: 002292

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for access to the Privacy Co-ordinator at the address given above.

PARTICULAR BANKS

CDI/P-PE-801
Employee Personnel Record
This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, performance reviews and employee appraisals, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians certificates associated with sick leave. The information relates to current and former employees. The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The disposal criteria for this bank are to be established.

CDI/P-PE-802
Staffing (New)
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments including evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes including human resources inventory searches. Records in the bank contain a variety of personal information such as age, sex, education levels and social insurance numbers.
Class of Individuals: Employee applicants.
Purpose: The purpose of this bank is to select candidates and fill staff positons.

Retention and Disposal Standards: The disposal of criteria for this bank are to be established.
TBS Registration Number: 002293

CDI/P-PE-803
Travel and Relocation (New)
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries; and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Employees of the Corporation.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval; and to post authorizations, advances and claims.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
TBS Registration Number: 002294

CDI/P-PE-804
Training and Development (New)
Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities both sponsored by the government and operated by non-government organizations which may require the use of the social insurance number. It should be noted that participation and achievement records and information on an employee's needs for individual development related to performance is contained in the Employee Personnel File.
Class of Individuals: Current and former employees.
Purpose: The purpose of this bank is to approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Consistent Uses: To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
TBS Registration Number: 002295

CDI/P-PE-805
Conflict of Interest (New)
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Employees of the Corporation.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
TBS Registration Number: 002296

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Chapter 8

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Background

The *Employment and Immigration Reorganization Act*, passed in 1977, created the Canada Employment and Immigration Commission (EIC) by integrating the former Unemployment Insurance Commission and the former Department of Manpower and Immigration. The legislation also created the Department of Employment and Immigration, which provides services to the Commission and the Minister.

Overall Responsibilities

The specific federal mandate assigned to the Minister of Employment and Immigration under this Act encompasses all matters not assigned by law to other departments, branches or agencies of government, relating to the development and utilization of labour market resources in Canada, employment services, unemployment insurance, and immigration.

Two major objectives dominate the work of the Commission/Department: to realize the full productive potential of Canada's human resources, while supporting the initiatives of individuals to pursue their economic needs and, more generally, their self-fulfilment through work; and to administer the admission of immigrants and non-immigrants in accordance with the economic, social and cultural interests of Canada.

Organization

The Commission/Department's National Headquarters is made up of nine major groups. Of these, four are directly concerned with services to the public, and collect, generate and use the bulk of personal information on clients.

Employment Services Group

This group develops and disseminates policies, guidelines and procedures for the delivery of employment services and programs to regional and field offices. It also provides programs, services and information to workers, employers, industries and other persons or groups, in order to promote the efficient functioning of the Canadian labour market. The Group also develops and promulgates policies, guidelines and procedures to meet the needs of particular client groups such as women, natives, disabled persons, visible minorities and other individuals who are considered disadvantaged. Other responsibilities include the administration of employment equity programs and the monitoring and analysis of all services offered by EIC, and responding to ministerial enquiries.

Youth Affairs Group

The Youth Affairs Group is the organizational branch of EIC which supports the office of the Minister of State for Youth by providing a broad advisory and co-ordination role for youth issues and concerns. During 1986-87, the Youth Affairs Group identified, researched and analysed youth issues, particularly federal employment and social policy programs as they related to youth. As a major initiative, the Group undertook an internal review of EIC programs and services affecting youth.

Insurance Group

This group develops and executes legislation, policies, programs and systems with respect to benefit payments and control of payments according to the *Unemployment Insurance Act*, 1971, administered by the Commission, including regular unemployment insurance benefits, benefits paid to claimants referred to approved training, benefits paid to claimants in approved work sharing and job creation projects, and labour adjustment benefits. The Group represents the Commission in submitting or contesting appeals with respect to decisions concerning such benefits. It is also responsible for the development of financial parameters under the *Unemployment Insurance Act* as well as for policy development with respect to the Social Insurance Number Program, the Canadian Government Annuities Program and the Unemployment Insurance Premium Reduction Program.

Canadian Jobs Strategy

This group designs and administers programs to improve employment opportunities in the Canadian labour market. Programs — either operated directly by the group or purchased from provincial governments through negotiated agreement — deal with skills training; apprenticeship courses; technical or financial assistance; community-based employment incentives; and job creation schemes for student, adult, community or disadvantaged workers.

The Canadian Jobs Strategy announced at the First Ministers Conference in February 1985 is founded on five basic principles which are: training and job creation that is economic in orientation with emphasis on small business and support entrepreneurship; programming that is innovative, flexible and responsive to regional and local needs; a recognition that responsibility for training and employment development has to be shared between governments and the private sector; a commitment to equality of access to training and employment development programs; programs that are simple, understandable and avoid wasteful duplication.

These principles take shape through six major thrusts which are the cornerstone of federal policy for job creation and training: Skill Investment — to enable workers to obtain new skills in response to changing technology; Job Entry — to help young people and women enter the labour market successfully; Job Development — to provide those unemployed for a long time with new opportunities in the labour market, and with private sector support whenever possible; Skill Shortages — to encourage training in areas of critical occupational shortages, when these exist; Community Futures — to extend new opportunities to workers in declining communities through community action, training and mobility; and Innovations — to stimulate innovation, pilot programs, and experimentation by the private sector, the provinces and their educational institutions.

Targets and means of monitoring are established to ensure the equitable participation by women in all labour market programs. There also are special approaches tailored to the needs of individuals with employment disadvantages, and to the special needs of Canada's aboriginal peoples.

Immigration Group

This group is responsible for the development, implementation and assessment of immigration policies and services. Its activities include the recruitment and selection of immigrants and the regulation of the entry of refugees, temporary workers, foreign students and visitors to Canada. (Responsibility for processing applications from prospective immigrants and for issuing various types of visas resides with employees of External Affairs posts abroad when the request is initiated outside Canada.) Other responsibilities include assisting Canadian residents on their return to Canada and assisting with the adaptation of recently arrived immigrants. The work of the Group also encompasses the exclusion, control or expulsion of persons whose admission or stay in Canada is prohibited by law.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

The activities of the above groups are supported by the five remaining groups.

Public Affairs Group

This group is responsible for all information activities to promote EIC's objectives, and for all media relations.

Strategic Policy and Planning Group

This group has broad responsibility for developing and maintaining statistical information banks which may be used for research, evaluation, policy and program analysis, and development in support of the various EIC programs and services. The data are frequently extracted from the personal information banks described in the previous sections and they may be supplemented by questionnaires, surveys or other research tools. These data may be of interest to several groups within EIC.

Systems and Procedures [illegible]p

This group is responsible for the development and operation of the manual and electronic data processing systems required to execute EIC's programs.

National Services

National Services is responsible for the administration of the Social Insurance Number, the Canadian Government Annuities and the Unemployment Insurance Premium Reduction programs.

Finance and Administration

This group provides financial and administrative management services to EIC, including the management and maintenance of all EIC records.

Executive Secretariat

The Secretariat consists of the Commission Secretariat, the Conference Secretariat and Corporate Services, Executive Management Information Services, Intergovernmental Affairs and External Liaison, the Public Rights Administration Directorate, the Emergency Planning Directorate, and the Security Directorate. It is responsible for support services to the Commission and senior management, the co-ordination of corporate issues and activities, federal-provincial and international relations, the administration of the privacy, human rights and access to information acts, and security and emergency planning.

Regional Organization

EIC maintains an extensive field organization, comprising some 900 local and district offices across Canada, which is divided into 10 regions, corresponding to the provinces (with the Yukon and Northwest Territories included in the British Columbia and Alberta regions, respectively). Canada Immigration Centres deliver the programs of the Immigration Group, and Canada Employment Centres deliver the programs of the Employment Services, Insurance, and Canadian Jobs Strategy Groups. Local activities are directed by a regional office in each province.

Key Contacts

EIC Regional Offices

(See EIC/P-PU-185 Contract Agents List)

Newfoundland
167 Kenmount Road
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4

Nova Scotia
Metropolitan Place
99 Wise Road
P.O. Box 1350
Dartmouth, Nova Scotia
B2Y 4B9

Prince Edward Island
85 Fitzroy Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
975 Hanwell Road
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Quebec
1441 St. Urbain Street
9th Floor
Montreal, Quebec
H2X 2M6

Ontario
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba
Eaton Place, Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
Financial Building
600-2101 Scarth Street
Regina, Saskatchewan
S4P 2H9

Alberta/Northwest Territories
9925-109th Street
5th Floor
Edmonton, Alberta
T5K 2J8

British Columbia
Royal Centre
P.O. Box 11145
1055 West Georgia Street
Vancouver, B.C.
V6E 2P8

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Division Chiefs, Adjudication Directorate

(See EIC/P-PU-280 Adjudication Case File)

Quebec/Atlantic
Division Chief
2nd Floor
980 Guy Street
Montreal, Quebec
H3H 2K3

Toronto/Other Ontario
Division Chief
136 Edward Street
2nd Floor
Toronto, Ontario
M5G 2H8

Mississauga
Division Chief
Toronto International Centre
P.O. Box 71
6900 Airport Road
Mississauga, Ontario
L4V 1E8

Pacific/Western
Division Chief
1550 Alberni Street
Vancouver, British Columbia
V6G 1A5

Access Procedures

A formal request for access to personal information under the *Privacy Act* must be made by completing a Personal Information Request Form and forwarding it, along with any other information specified in the description for the personal information bank to which access is desired, to the contract given in the bank description. These forms are available at local and district offices of EIC.

Since the bulk of personal information collected by EIC is held locally, access has been decentralized to the extent possible. The full addresses for regional access are identified in bank descriptions given in the preceding pages under Key Contacts, with the exception of local and district office addresses, which are listed in telephone directories. Access requests should be directed to the address for the regional, district or local office in which the file is held.

The Department Privacy Co-ordinator may be reached at the following address:

Privacy Co-ordinator
Employment and Immigration Canada
4th Floor, Place du Portage, Phase IV
Hull, Quebec
K1A 0J9
(819) 994-0416

Questions about the policies and procedures of Employment and Immigration Canada relating to the *Privacy Act* may be directed to the above address, or to the appropriate Regional Privacy Advisor as indicated below.

Newfoundland
Employment and Immigration Canada
c/o Department of Labour and Manpower
Beothuck Building
Crosbie Place
St. John's, Newfoundland

Nova Scotia
Employment and Immigration Canada
P.O. Box 2463
1888 Brunswick Street
Halifax, Nova Socita
B3J 3E4

Prince Edward Island
Employment and Immigration Canada
199 Grafton Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
Employment and Immigration Canada
1075 Main Street
Moncton, New Brunswick
E1C 1H2

Quebec
Employment and Immigration Canada
1441 St. Urbain Street
6th Floor
Montreal, Quebec
H2X 2M6

Ontario
Employment and Immigration Canada
4900 Yonge Street
Willowdale, Ontario
M2N 6A8

Manitoba
Employment and Immigration Canada
Eaton Place
Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
Employment and Immigration Canada
2101 Scarth Street, Suite 600
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories
Employment and Immigration Canada
9925 — 109th Street
5th Floor
Edmonton, Alberta
T5K 2J8

British Columbia and Yukon Territory
Employment and Immigration Canada
1055 West Georgia Street
8th Floor
P.O. Box 11145
Vancouver, British Columbia
V6E 2P8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Employment Services Group

EIC/P-PU-005

Registration for Employment File

Manager
Canada Employment Centre where last registered (consult telephone directory for address)

Description: Records in this bank may contain demographic data, the individual's employment preference, education and qualifications, disabilities, employment history, self identification of a designated group, and citizenship status and general comments on the client. These comments include employment barriers, as well as reason for not being able to work.
Class of Individuals: Persons registering for employment.
Purpose: The purpose of this bank is to assist worker-clients in finding suitable employment, and to assist employers to find suitable workers. It can also be used in the administration of other employment related services such as counselling, testing, and may also assist in establishing entitlement to UI benefits. It may also be used in the administration of Immigration programs within EIC.
Consistent Uses: The bank is a source of information used by Employment and Immigration Canada for purposes of research, planning, statistics, evaluation and internal audit. Other uses of this information include sharing with federal, provincial and municipal departments and social agencies (such as Health and Welfare, Revenue Canada/Taxation, Veterans Affairs, Indian Affairs, Workers' Compensation Boards, social welfare, and education departments) for the co-ordination of services to clients. Information may also be shared with employers for assistance in selection and placement, and with the RCMP for investigation of offences against the *Unemployment Insurance Act*. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.
Retention and Disposal Standards: Records are destroyed two years after last action.
Related to COR: EIC/EMP-425
TBS Registration Number: 001994

EIC/P-PU-010

Canada Employment Centre Client's Confidential File

Manager
Canada Employment Centre where last registered (consult telephone directory for address)

Description: Information on file may contain: counsellor's comment on employment barriers, diagnostic services reports, criminal record summaries, comments on and results of aptitude and interest tests, provincial government rehabilitation reports, information from social service agencies, correspondence relating to enquiries from national headquarters, and Members of Parliament. Individuals seeking access to this information should provide date of birth and CEC where last registered.
Class of Individuals: Information contained in the bank concerns identified registered clients in the Canada Employment Centre (CEC) area whose employment-related needs are such that confidential information is required.
Purpose: The purpose of this bank is to assist in administering employment-related services such as counselling and in determining a client's suitability for job referral or other services.
Consistent Uses: Uses of information from this file may include sharing with co-operating agencies in the human resources or social service fields, sharing with employers for assistance in selection and placement, and with educational institutions concerning the results of aptitude and interest tests. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*. Information may also be used for internal audit purposes.
Retention and Disposal Standards: This information is destroyed five years after last action.
Related to COR: EIC/EMP-425
TBS Registration Number: 001995

EIC/P-PU-020

Canada Employment Centre Employer Order

Manager
Canada Employment Centre (consult telephone directory for address)

Information in the bank includes employer's name and location, wages offered, duties, experience required, names of persons referred and results of referrals. This information is useful in updating the Employer Record or for decisions regarding service to that employer. The purpose of this bank is to record employers' requests to the Canada Employment Centre (CEC) for staff, and the action taken on these requests. Consistent uses are that information from the bank is also used for statistical reporting and internal audit purposes, and may be used in the administration of the *Unemployment Insurance Act*. Information may be shared with some federal, provincial and municipal departments and agencies for statistical, planning and program development purposes. Other uses of this information include sharing with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards, social welfare and education departments). Files are destroyed one year after the business ceases to operate. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.

EIC/P-PU-025

Canada Employment Centre (CEC) Employer Records

Manager
Canada Employment Centre (consult telephone directory for address)

Information in the bank includes the employer's name, address, telephone number, manpower requirements, and past job vacancies, and may identify key personnel, their positions and responsibilities, any comments regarding hiring and selection practices and other observations by counsellors. In some offices, records of actions taken in filling employers' vacancies may also be included. Within this bank is filed a report on all visits made to each particular employer. The Report of Employer Visit records details of transactions occurring during a visit to the employer by a CEC staff member, and information useful in updating the Employer Record or for decisions regarding service to that employer. Individuals seeking access to this bank must provide the employer's name and address. The purpose of this bank is to document Canada Employment Centre (CEC) services to employers in the CEC area. The bank may be used in conjunction with the Employer Order in decisions regarding the referral of workers to the employer. Information is also used in planning the delivery of services to employers and for statistical and internal audit purposes. Files are destroyed one year after the business ceases to operate.

EIC/P-PU-030

Outreach — Project Files

Employment and Immigration Commission Regional Office
(See under Key Contacts for addresses of Regional Outreach Program Managers)

Description: The bank may include the following types of information: correspondence about the individual projects, a record of progress, payments made and the financial situation of the project; it may also contain information on the project sponsor (name, title, address and phone number). Individuals seeking access to this file must provide the project name and location.

Class of Individuals: Individual sponsors and/or sponsoring organization representatives.

Purpose: This bank is used for the administration of project funds under Outreach. It also gives access to information on project activity.

Consistent Uses: Information from this bank is used by Employment and Immigration Canada and, subject to formal agreement, may be shared with other federal and provincial departments for purposes of administration, evaluation, planning, research and statistics. It also may be used for internal audit purposes. These uses have been identified as consistent uses and approved by the Minister under section 114 of the *Unemployment Insurance Act*. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.

Retention and Disposal Standards: Information on rejected projects is kept for two fiscal years. Information on approved projects is kept for six years from the date of project termination.

Related to COR: EIC/EMP-440

TBS Registration Number: 001996

EIC/P-PU-040

Student Registration for Summer Employment

From February to August:
Officer in Charge
Canada Employment Centre for Students
During other months:
Manager
Main Canada Employment Centre in local area

Description: This bank may include the following information: name, social insurance number, address, telephone number, language, date of birth, self identification of designated groups, education, employment qualifications, work history, employment preference, record of referrals and other comments on client. Individuals seeking access to this bank should provide their date of birth and level of education completed at the time of registration.

Class of Individuals: Students seeking summer employment who have registered at a Canada Employment Centre for Students.

Purpose: The purpose of this bank is to assist students in finding suitable summer employment and to assist employers in finding suitable summer student workers. It may also be used in other employment-related services such as counselling and may assist in establishing entitlement to unemployment insurance benefits. The bank serves as a source of information used by Employment and Immigration Canada for statistics, evaluation, planning and research as well as for internal audit purposes.

Consistent Uses: Information in the bank may also be shared with other federal or provincial departments, subject to formal agreement, for research, planning, statistics and evaluation purposes. Other uses include sharing information with employers for assistance in selection or placement. The information may also be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*.

Retention and Disposal Standards: Records are destroyed two years after the last action.

Related to COR: EIC/CJS-415

TBS Registration Number: 002003

EIC/P-PU-105

Contractors, Agricultural Employment Services

Agriculture Employment Consultant
EIC Regional Office

Description: This bank may include the following types of information: name and address, experience, work history (curriculum vitae), a copy of the agreement with EIC, reports of on-site visits by EIC staff and related correspondence. Information is held primarily in regional offices. Requests for access must be made to the appropriate regional office, giving name and location of the AES office.

Class of Individuals: Persons who are serving as Agricultural Employment Services Contractors under an agreement with the Employment and Immigration Commission. In the province of Quebec, this agreement is between the Commission and *la Corporation du service de la main-d'oeuvre agricole* of *l'Union des producteurs agricoles du Québec (UPA)*.

Purpose: The purpose of the bank is to maintain contracts and related information on those persons who are serving as AES Contractors.

Consistent Uses: This information may also be used by Employment Services and Legal Services of CEIC. It may also be used for internal audit purposes.

Retention and Disposal Standards: The life span of the bank is continuous for the duration of the agreement and material is retained for two years following termination of the agreement.

Related to COR: EIC/EMP-365

TBS Registration Number: 001998

EIC/P-PU-110

Caribbean-Mexican Seasonal Agriculture Workers

Manager
Canada Employment Centre (consult telephone directory for address)

Description: The employer's application contains his/her name and address as well as the number of workers required, the date required, the length of time they will be required, the type of work to be done, wages, hours of work and living conditions offered. Information on the worker may include name, address, social insurance number, previous experience, sex, height and work history, as well as a copy of the signed employer-employee agreement. More detailed information about the employee may be contained in EIC/P-PU-295, and the Landed Immigrant Data System. Persons seeking access should provide their approximate dates of employment and the name and location of the employer.

Class of Individuals: Persons temporarily in Canada as seasonal workers in the agricultural and food processing sectors during peak periods when Canadians are not available for these jobs. The bank also contains the requests made by employers for seasonal workers.

Purpose: The purpose of this bank is to record information on persons temporarily in Canada as seasonal workers in the agricultural and food processing sectors.

Consistent Uses: Employer information is provided to the provincial Ministry of Health for certification of the premises, and to foreign government representatives in Canada who assist in filling the order. Employee information may be shared with the Immigration Enforcement Branch and statistical information is provided to Statistics Canada and Agriculture Canada. These uses have been identified as consistent uses and approved by the Minister under section 114 of the *Unemployment Insurance Act*. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*. The information may be used for internal audit purposes.

Retention and Disposal Standards: Information is retained in the local Canada Employment Centre for two years after the last action.

Related to COR: EIC/EMP-385

TBS Registration Number: 001999

EIC/P-PU-146

Confirmation of Offers of Employment to Foreign Workers

Description: This bank contains information on the employer such as name and address, job and salary offered, location of employment and other documentation pertaining to the employment offer. Demographic data such as name, address, date of birth, and sex of the foreign worker is also included in the bank. Access to this bank may be gained by providing the name and address of the employer.

Class of Individuals: Employers offering employment to foreign workers.

Purpose: The purpose of this bank is to maintain a record of offers of employment made by Canadian employers to non-Canadians living outside Canada, as part of the administration of the foreign workers recruitment program.

Retention and Disposal Standards: The information is destroyed two years after last action.

Related to COR: EIC/EMP-385

TBS Registration Number: 002000

EIC/P-PU-430

Canadian Rural Transition Program

Description: This bank will contain the application forms which are placed in applicants' files for reference purposes, as well as relevant documentation presented with the application form.

Class of Individuals: Operators of agricultural farm businesses who are forced to leave this business because of financial difficulties.

Purpose: Information requested on the application form will be utilized to determine the applicant's eligibility for program assistance, as well as to establish what members of the applicant's family may be entitled to program assistance.

Consistent Uses: Information provided on the application form will enable the Department of Employment and Immigration to confirm the applicant's eligibility. The social insurance number will be utilized to verify whether the applicant is a Canadian citizen, and is not collecting unemployment insurance or social assistance. The documents provided with the application will contain the bank's (or other) confirmation of the applicant's financial status.

Retention and Disposal Standards: Files will be kept by Canada Employment Centres for the duration of the program and forwarded to the regional office and National Headquarters for later transfer to the National Archives of Canada.

TBS Registration Number: TBS Registration Number: 001824

Electronic Data Processing (EDP) Systems

The Employment Services Group uses integrated clerical, manual and EDP systems to deliver its programs and services. The following systems support the various Employment Services programs. These systems may support several of the information banks already described; the numbers of the corresponding banks are given in all instances.

- Employment Systems — Employment Client Services (EDP-1): this system supports the administration of Employment Client Services. Information is held on magnetic tape/disk. (EIC/P-PU-015)

- Information Systems — Advanced Systems (EDP-2): this system uses data from EIC/P-PU-020 to make client data available via computer terminals located in local and regional offices and to run the National Employment Services System (NESS). NESS is a computerized information system to provide faster service and more accurate information for our worker and employer- clients. (EIC/P-PU-020)

Canadian Jobs Strategy Group

EIC/P-PU-015

Documentation for Canada Manpower Mobility Program Assistance

Manager
Canada Employment Centre where individual applies for mobility assistance (consult telephone directory for address)

Description: This bank may include the following types of information: name, address, sex, number of dependants, labour force status, occupation, work history, and may also contain worker qualifications, information supplied by previous employers, offers of employment from employers in other locations and related financial and other information. Individuals seeking access should identify the Canada Employment Centre which originated the application for Mobility Assistance if other than the local CEC.

Class of Individuals: Canadian citizens living in Canada or permanent residents within the meaning of the *Immigration Act, 1976*.

Purpose: The purpose of this bank is to determine the eligibility of clients for assistance under the Canada Mobility Program, and to document those receiving such assistance.

Consistent Uses: The information is used by Employment and Immigration Canada for statistics, planning, research, internal audit and evaluation purposes. It may be shared with Revenue Canada (Taxation) for cross-audit purposes. Information from this bank may be shared, subject to formal agreements, with other federal and provincial government departments for purposes of research, planning, evaluation and statistics. These uses have been identified as consistent uses by the Minister and approved under section 114 of the *Unemployment Insurance Act*.

Retention and Disposal Standards: The information concerning individuals who are not eligible for assistance is destroyed after two years. Files on individuals who have received assistance are destroyed six years after all action has been completed.

Related to COR: EIC/EMP-430

TBS Registration Number: 001992

EIC/P-PU-045

Documentation for the National Institutional Training Program

Manager
Canada Employment Centre (consult telephone directory for address)

Information in the bank may include the individual's name, address, social insurance number, telephone number, demographic data, number of dependants, education, pre-training labour force status and occupation, situation following the course, training course information and related financial transactions. Records may contain course test results and termination or discontinuation notices. Individuals requesting access should state the Canada Employment Centre (CEC) where last registered and the appropriate name of the training institution. This personal information relates to registered clients in a CEC who completed institutional training. The purpose of this bank is to document trainees for institutional training and related income support and to monitor their participation in the training program. As consistent uses, some provincial educational institutions received this information for purposes of administering training programs. This information has been partially duplicated in computerized form for use in monitoring and control, and for statistical and information purposes. The information is shared with the Department of Supply and Services which issued the training allowance cheques and the T4/*relevé* 1 documents. The bank is also shared with other federal, provincial and municipal social agencies such as Health and Welfare, Veterans Affairs and social welfare and education departments, for the co-ordination of services to clients. Information stripped of unique identifiers can be shared with other federal and provincial departments for statistical and planning purposes. As well, the RCMP uses the information for investigation of offences against the *Unemployment Insurance Act*. Revenue Canada (Taxation) uses it for cross-audit and for income tax purposes where authorized by law. Information is shared with Statistics Canada for evaluative and survey purposes. Records at the CEC are discarded two years after training. The computerized records are maintained indefinitely. Releases of information are subject to the provision of section 114 of the *Unemployment Insurance Act*.

EIC/P-PU-046

Challenge '86

Manager
Employment Development Branch EIC Regional Office

This bank maintains records of employers and organizations which have applied for funds, whether these proposals were approved and for what contribution. It operates through a system of wage subsidies to employers. All documentation pertaining to the operation is stored in this file. This information relates to employers (private sector, municipalities, non-profit organizations) of students and returning students themselves. Individuals seeking access to this file must provide the agreement number, and if possible, the name and location of the employer. This information provides returning students with summer jobs that will be career-related or offer a practical work experience. This bank is used for the administration of Employment Development funding for the Challenge '86 Program. This information is partially duplicated in computerized form for use in monitoring and control and for statistical or evaluative purposes. Information may be provided to Members of Parliament for activities in their constituency. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.

EIC/P-PU-047

Challenge '87 (New)

Description: This bank maintains records of employers and organizations which have applied for funds, and information on whether these proposals were approved and for what contribution. It operates through a system of wage subsidies to employers. All documentation pertaining to the operation is stored in this file. Individuals seeking access to this file must provide the agreement number and, if possible, the name and location of the employer.
Class of Individuals: Employers and organizations applying for funding under Challenge '87.
Purpose: This bank is used for the administration of Job Development funding for the Challenge '87 program.
Consistent Uses: This information is partially duplicated in computerized form for use in monitoring and control for statistical or evaluative purposes. Information may be provided to Members of Parliament for activities in their constituency and to other outside agencies. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.
Retention and Disposal Standards: To be established. Point of access: Employment Development Branch, EIC Regional Office.
Related to COR: EIC/CJS-306
TBS Registration Number: 002209

EIC/P-PU-050

Documentation for the Participants in the Canadian Jobs Strategy

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: name, address, social insurance number, telephone number, occupational and demographic data, labour force status, as well as information from the three month follow-up report. Records may contain notices of discontinuation or termination, as well as documentation of worker clients in a Canada Employment Centre who are undergoing training. Individuals seeking access to this bank must provide the name of the training firm and, if possible, the appropriate industrial training number. This personal information relates to trainees on National Industrial Training Program contracts with employers and is used to document and monitor trainees participating in directly or indirectly puchased training courses under the Canadian Jobs Strategy. The information is partially duplicated in computerized form for use in monitoring and control, and for statistical and evaluation purposes. It may be used for internal audits. Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*, with National Revenue (Taxation) for cross-audit purposes, and with Statistics Canada for evaluative and survey purposes. It is also shared with other federal and provincial departments for statistical and planning purposes. Records are discarded two years after final action is taken on a contract.The computerized records, however, are maintained indefinitely. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.

EIC/P-PU-054

Trainee Documentation Form for Job Entry (Entry, Re-entry)

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information, all of which is taken from the trainee documentation form EMP 2270: individual's name, address, social insurance number, telephone number, demographic data, number of dependants, education, labour force status and occupation, status following the training course, information on the training course, and related financial transactions. This information is collected prior to the participant initiating training and may be updated during the training period. This information relates to unemployed youth who have benefitted from on- and off-the-job training and direct work experience through the Entry option; women entering and re-entering the labour force who have benefitted from on- and off-the job training and direct work experience through the Re-entry option; and any clients meeting a CJS program criteria including youth, women, natives, immigrants, interprovincial migrants, disabled persons, visible minorities and social assistance recipients who have identified themselves as belonging to one or more of the groups mentioned above, who have received institutional training under the Direct Purchase option. Individuals requesting access should state the CEC where last registered and the appropriate name of the training project. The purpose of this bank is to document trainees and their income support entitlements for the Entry, Re-entry and Direct Purchase Options, and to monitor their participation throughout the training. All participants under the Entry, Re-entry and Direct Purchase Options are identified in this bank. All participants are registered in a Canada Employment Centre. This information is shared with the Department of Supply and Services for issuance of cheques for training allowances and T4/*relevé* 1 documents, and may be shared with federal, provincial and social agencies such as welfare and educational departments; with the RCMP for investigation of offences against the *Unemployment Insurance Act;* and with National Revenue (Taxation) for cross-audit and income tax purposes where authorized by law. Information is shared with Statistics Canada for evaluative and survey purposes and with the Department of Justice to comply with the *Family Orders Agreements and Enforcement Assistance Act*. The information may also be used for internal audit purposes. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.

EIC/P-PU-055
Industrial Training Expenses Claim Form

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: employers' names and addresses, course information, individual trainees' names and social insurance numbers, and instructors' names, wages and other expenses. (In some regions, this information may be found in the trainee documentation for the Industrial Training Program bank.) Persons seeking access to this bank must supply their name, the name of the training employer and, if possible, the appropriate Industrial Training Program contract number. This personal information relates to trainees who have received training under the National Industrial Training Program. This bank is used to facilitate the processing of claims for reimbursement by employers for instructional and wage costs incurred under a National Industrial Training Program contract. The information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act* and with Revenue Canada (Taxation) for cross-audit purposes. It may be used for internal audit purposes. Information is retained for five years. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.

EIC/P-PU-056
Training Expenses Claim for Skill Investment Program

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: employers' names and addresses, trainees' names and social insurance numbers, trainees' wage rates, instructors' wage rates, other training expenses. This information relates to employers, owners and self-employed persons who are claiming reimbursement of training costs, and to trainees. Individuals wishing access to this bank must provide the name of the training firm, owner, association or self-employed person, and if possible, the appropriate Skill Investment Agreement number. This bank is used as the basis for the reimbursement of training costs incurred under a Skill Investment Program agreement. The information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act* and with Revenue Canada (Taxation) for cross-audit purposes. It may also be used for internal audit purposes. Information in this bank is retained for five years. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.

EIC/P-PU-060
National Training Program Master Trainee Inventory

Head
Systems Development
Program Information and Analysis
Training Branch
Employment and Immigration Canada
Phase IV, 4th Floor
Place du Portage
Hull, Quebec
K1A 0J9

This bank may include the following types of information: social insurance number, course code, course start and finish dates, duration, responsible Canada Employment Centre, sex, age, marital status, education and training allowance rate. This personal information relates to all persons who have ever received training under the National Training Program or its predecessors up to the end of March 1981. This bank serves as a reference file to permit rapid identification of National Training Program courses taken by individual trainees to determine eligibility for further training. Information may be shared, subject to formal agreement, with other federal and provincial departments for purposes of research, planning, evaluation and statistics. It may be used for internal audit purposes. The information is retained indefinitely. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.

EIC/P-PU-061
Trainee Documentation for the Skill Shortages Program

Manager
Canada Employment Centre (consult telephone directory for address)
Description: This bank may include some or all of the following types of information: trainee name, address, social insurance number, telephone number, occupational and demographic data, labour force status, employer, as well as information from follow-up surveys. Records may contain notices of discontinuation or termination of training as well as documentation of worker clients of a Canada Employment Centre. Individuals wishing access to this bank must provide the name of the training firm, owner, association or self-employed person and, if possible, the appropriate Skill Shortages Agreement number.
Class of Individuals: Trainees on Skill Investment Program agreements with employers.
Purpose: This bank is used to document and monitor trainees under Skill Shortages Agreements.
Consistent Uses: This information is partially duplicated in computerized form for use in monitoring and control and for statistical and evaluation purposes. It may be used for internal audits. Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*, and with National Revenue (Taxation) for cross-audit purposes, and with Statistics Canada for evaluative or survey purposes. Information stripped of unique identifiers may also be shared with other federal and provincial departments for statistical and planning purposes. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.
Retention and Disposal Standards: Records are discarded two years after final action is taken on an Agreement. Computerized records are maintained indefinitely.
Related to COR: EIC/CJS-298
TBS Registration Number: 001997

EIC/P-PU-065
Employment Development Projects/Canada Works and Young Canada Works

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information regarding project sponsor and alternate (both individuals and those representing an organization), and details of project proposals and progress. Individuals seeking access to this file must provide the project name, number and location and if possible the name of the sponsor or sponsoring organizations. This information relates to applicants from federal constituencies for which the Employment Development Branch office has responsibility. This bank was used for the administration of Employment Development project funding for the former Canada Works and Young Canada Works Programs. The bank is used to determine whether projects were eligible for funds and whether they were approved. This information is partially duplicated in computerized form and other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and welfare and educational departments) for co-ordination of services to clients; with the RCMP in cases of fraud investigations; and with Revenue Canada (Taxation) for cross-audit purposes. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, ministerial advisory boards, or provincial governments, and by Statistics Canada for evaluative or survey purposes. It may be used for internal audit purposes. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*. Information on projects which received funding is kept for six fiscal years after the project terminates. Information on projects which did not receive funding is kept for two fiscal years. Computerized records are maintained indefinitely.

EIC/P-PU-066

Job Development Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information regarding employers, sponsor/contractors, subsidized clients and details of training and work experience activities proposed. This information relates to employers, sponsors/contractors and subsidized workers. Individuals seeking access to personal information on this file must supply the project number and location and, if possible, the name of the sponsor or sponsoring organization. This information is partially duplicated in computerized form and the bank is used for information, control and evaluation purposes of the program. The information is used by and shared with other government agencies for the purpose of co-ordination of services to clients. It is shared with RCMP in case of fraud investigation, with Revenue Canada (Taxation) for cross-audit purposes, and with Statistics Canada for evaluative or survey purposes (releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*) and with the Investigation and Control Branch of the Insurance Group, EIC. Information on project participants may also be used for administrative, statistical and program evaluation purposes by EIC officials. These uses have been authorized by the Minister in accordance with section 114 of the *Unemployment Insurance Act*. Information concerning projects which received funding is kept for six years after the project terminates. Computerized records are maintained indefinitely.

EIC/P-PU-070

Other Employment Development Projects: Local Employment Assistance, Local Economic Development Assistance, Canada Community Services Projects

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain application data on project sponsors and those representing sponsoring organizations, and details of all project proposals. It contains correspondence relating to the programs, the various projects and individuals involved. It also contains curricula vitae of directors and board members of LEDA corporations. Participant Record Forms, if used, contain personal data such as the name, address, social insurance number, income, employment status, salary, etc. Individuals seeking access to personal information on this file must supply the project name, number and location and if possible, the name of the sponsor or sponsoring organizations. This personal information relates to project sponsors, those representing sponsoring organizations, directors and board members of LEDA corporations, and project participants. This bank was used for the administration of funding for the Local Employment Assistance Program (LEAP), the Local Economic Development Assistance Program (LEDA) and the Canada Community Services Projects (CCSP). The Local Employment Assistance Program created employment opportunities for those who, despite normal opportunities in the labour market, remained unemployed. The Local Economic Development Assistance Program was introduced in 1980 to assist in the development of continuing private sector jobs in rural and semi-rural areas with populations of less than 50,000 and with potential for increased business activity. Canada Community Services Projects were introduced in the fall of 1980 to create long-term jobs for unemployed persons through non-profit organizations, with a potential funding capacity of up to three years. The main use of this bank is to determine whether projects were eligible for funds and whether they were approved. This information is partially duplicated in computerized form. Consistent uses are that information on project participants is supplied voluntarily by employees and may be used by Employment and Immigration Canada for administrative and statistical program evaluation purposes. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and welfare and educational departments) for co-ordination of services to clients; with other provincial departments for comments on project proposals; with RCMP in cases of fraud investigation and with Revenue Canada (Taxation) for cross-audit purposes, and with Statistics Canada for evaluative or survey purposes. Information may be used for internal audit purposes. Information on approved projects is kept for six fiscal years after the projects terminate. Information on rejected projects is kept for two fiscal years. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*. Computerized records are maintained indefinitely.

EIC/P-PU-071

Community Futures Program (CFP)

Manager
Canada Employment Centre (consult telephone directory for address)

Records in this bank contain submission data on project sponsors and those representing sponsoring organizations and details of all project proposals. It contains correspondence relating to the options under the Community Futures Program (CFP), the various projects and individuals involved. It also contains curriculum vitae of the CFP Committee Chairman and Board of Directors of BDC. Participant record forms, if used, contain personal data on individual participants such as name, address, social insurance number, income, employment status, salary, etc. This information relates to those representing private and community organizations, the CFP Chairman, Board of Directors of BDC, and participants (Relocation — Self-Employment). Individuals requesting access should state the CEC where last registered. This bank is used for the administration of corporations and projects funded under the Community Futures Program and its various options, which started operation April 1, 1986. It subsumed the retention projects funded under the Local Employment Assistance Program (LEAP) and the corporations funded under Local Economic Development Assistance (LEDA). Community Futures Program provides support to a community-based process of employment creation in and through projects and/or LEAD corporations designed to lead to permanent employment growth and carried out in harmony with regional development strategies. The main use of this bank is to determine whether projects are eligible for funds and whether they have been approved. Information on project participants is supplied voluntarily by employees and may be used by Employment and Immigration Canada for administrative, statistical and program evaluation purposes. Information in this bank is partially duplicated in computerized form. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and welfare and educational departments) for co-ordination of services to clients; with other provincial departments for comments on project proposals; with RCMP in cases of fraud investigation, with Revenue Canada (Taxation) for cross-audit purposes, and with Statistics Canada for evaluative or survey purposes. It may also be used for internal audit purposes. Approved project files are kept for five fiscal years. Rejected project files are kept for two fiscal years. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*. Computerized records are maintained indefinitely.

EIC/P-PU-075

Canada Community Development Projects

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain application data on project sponsor and alternate (both individuals and those representing an organization) and details of all project proposals. Records also include project assessments; comments from Members of Parliament, federal and provincial departments/agencies and municipal authorities and the list of priorities, as well as the list of approvals, for all proposals submitted in the constituencies. Projects approved for funding also have individual files identified by the project name, number, location and sponsor. All the documentation pertaining to the operation of the projects such as the agreement reports and payments, are stored in this file. Individuals seeking access to this file must provide the project name, number and location and, if possible, the name of the sponsor or sponsoring organizations. This personal information relates to project sponsors, those representing sponsoring organizations, applicants from federal constituencies or communities for which the Employment Development Branch office has responsibility. This bank was used for the administration of funding of Canada Community Development Projects, including the Special Response Feature and Community Employment Program components. The main use of this bank is to determine whether projects were eligible for funds and whether they were approved. Consistent uses may include sharing selected information from this bank for consultation purposes on federal and provincial priority areas with federal and provincial departments (such as Indian Affairs, Fisheries and Oceans, and Environment) for rate assessment; with provincial Workers' Compensation Boards; with the RCMP in cases of fraud investigation, and with Revenue Canada (Taxation) for cross-audit purposes. Information on project participants may also be used for administrative, statistical, and program evaluation purposes by the Commission/Department, ministerial advisory boards, or provincial governments. It may be used for internal audit purposes. Information on approved projects is kept for six fiscal years after the projects terminate. Information on rejected projects is kept for two fiscal years.

EIC/P-PU-080

New Technology Employment Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information regarding applicant employers, employer organizations and details of activity proposals, progress on subsidized activities, and participant surveys. Individuals seeking access to this file must provide the proposal number and location and, if possible, the name of the employer. Individuals identified in this bank include contact persons for applicant employers, or the employer if the applicant is not incorporated, and the employees subsidized under the program. This bank was used in the administration of employment development funding for the New Technology Employment Program. This bank is used to determine whether proposals/activities were eligible for funds and whether they were approved. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada or by provincial governments. It may be used for internal audit purposes. Other uses may include sharing selected information from this bank with federal and provincial agencies such as Indian Affairs; the RCMP in cases of fraud investigation; and with Revenue Canada (Taxation) for cross-audit purposes. Information on approved projects is kept for six fiscal years after the projects terminate. Information on rejected projects is kept for two fiscal years.

EIC/P-PU-085

Work Sharing Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Contents include names of beneficiaries, social insurance numbers, salary levels, position titles, names of employers, and employment history of the firm. All work-sharing participants in Canada are identified in this bank. Information is held by name of participating firm at local CEC's, CEIC regional offices, regional pay centres and national headquarters. This personal information relates to all participants in the Work Sharing Program authorized under the *Unemployment Insurance Act*. The bank is used for information control and evaluation purposes. The information may also be used by the Insurance and Labour Market Programs of the CEIC and by the Strategic Policy and Planning Group of the Department. Other uses may include sharing of employer information with other departments (e.g. DRIE). Information may also be provided to the RCMP for use in investigation of offences under the *Unemployment Insurance Act* or the *Criminal Code of Canada*. Information may be used for internal audit purposes, or supplied to Statistics Canada for survey and evaluative purposes. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*. Information is kept for six fiscal years after the completion of the individual Work Sharing Agreement.

EIC/P-PU-090

Portable Wage Subsidy Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Information on employers includes their name, address, telephone number, standard industrial code and total financial contribution committed or paid by EIC. Information on subsidized workers includes name, address, social insurance number, occupation code, sex, age, and status (native, disabled, and disadvantaged persons). Individuals seeking access to this bank should provide their Portable Wage Subsidy Agreement number. This personal information relates to employers and subsidized workers. The purpose of this bank is to document participants (both employers and workers) in the Portable

Wage Subsidy Program and to maintain an up-to-date record for planning, research and analysis purposes. It is also used to control payments made to employees who have agreements under the program with the Commission. Consistent uses are that information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, or by provincial governments. Other uses may include sharing selected information from this bank with federal and provincial agencies such as Indian Affairs; the RCMP in cases of fraud investigation; with Revenue Canada (Taxation) for cross-audit purposes, and with Statistics Canada for survey and evaluative purposes. It may also be used for internal audit purposes. Information in the bank is retained for five years after the last action. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*. Computerized records are maintained indefinitely.

EIC/P-PU-094

Trainee Documentation for the Skill Investment Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

This bank may include the following types of information: trainee name, address, social insurance number, telephone number, occupational and demographic data, labour force status, employer, as well as information from follow-up surveys. Records may contain notices of discontinuation or termination as well as documentation of worker clients of a Canada Employment Centre who are undergoing training. This information relates to trainees on Skill Investment Program agreements with employers. Individuals seeking access to personal information on this file must supply the project number and location and, if possible, the name of the sponsor or sponsoring organization. This bank is used to document and monitor trainees under Skill Investment Agreements. This information is partially duplicated in computerized form for use in monitoring and control and for statistical and evaluation purposes. It may be used for internal audits. Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*, with National Revenue (Taxation) for cross-audit purposes, and with Statistics Canada for evaluative and survey purposes. It is also shared with other federal and provincial departments for statistical and planning purposes. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*. Records are discarded two years after final action is taken on an Agreement. Computerized records are maintained indefinitely.

EIC/P-PU-095

Program for the Employment-Disadvantaged

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Information on employers includes name, address, telephone number, standard industrial code and total wage contributions committed or paid by EIC. Information on workers includes name, address, social insurance number, sex, age, participant and occupational code, native status, identification of employment disadvantages, number of weeks to be employed and gross wages to be paid under agreement with EIC. Individuals seeking access to this bank should provide their Program Agreement Number. This personal information relates to the participants (employers and workers). The purpose of this bank is to document participants (both employers and workers) in the Program for the Employment-Disadvantaged and to maintain an up-to-date record for program planning, analysis and research. It is also used to control payments made to employees who have agreements under the program with EIC. Consistent uses are that information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, or by provincial governments. Other uses may include sharing selected information from this bank with federal and provincial agencies such as Indian Affairs; the RCMP in cases of fraud investigation; with Revenue Canada/Taxation for cross-audit purposes; and with Statistics Canada for survey and evaluation purposes. It may also be used for internal audit purposes. Information in the bank is retained for five years after the last action. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*. Computerized information is maintained indefinitely.

EIC/P-PU-096

Contribution Agreement for Skill Shortages Program

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: names, addresses and telephone numbers of employers and self-employed persons with whom a Skill Shortages Agreement has been signed, as well as Revenue Canada number, number of employees, main products, social insurance numbers, names and wages of trainees, plus other direct training costs and course information. This information relates to employers and self-employed persons who have signed a Skill Shortages Agreement as well as trainees to be trained under the contract. Individuals wishing access to this bank must provide the name of the training firm and, if possible, the appropriate Skill Shortages Agreement number. The Contribution Agreement forms the legal basis for reimbursement of wages and other direct training costs to employers or self-employed individuals. Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act* and with Revenue Canada (Taxation) for cross-audit purposes. It is duplicated in machine readable form after use in monitoring and control. It may be used for internal audit purposes. Information is retained for five years. Computerized information is maintained indefinitely.

EIC/P-PU-100

National Institutional Training Program Three-Month Follow-up Survey

Director
Planning and Monitoring
Canadian Jobs Strategy
Employment and Immigration Canada
Place du Portage
140 Promenade du Portage
Phase IV, 4th Floor
Hull, Quebec
K1A 0J9

This bank includes post-training labour market status of trainees and information on the impact of training on their employability and, if they are employed, their occupation. Persons seeking access should provide their name, address and social insurance number. This bank documents, on a quarterly basis, the results of a three-month follow-up survey of all trainees in the Skill, Job Readiness, Work Adjustment, and Occupational Orientation programs and half of the trainees in Language and Basic Training for Skill Development who have completed or discontinued a full-time training course in a public or private training institution. The purpose of the bank is to determine the effectiveness of the training and to plan for future purchases of courses. The results of individual courses or occupations, in terms of post-training labour market status of the trainees, are frequently used to isolate problem areas and to determine which training courses should be discontinued, maintained or expanded. For consistent use the information may be used for internal audit purposes. The computer files are normally maintained for ten years.

EIC/P-PU-101

Canadian Jobs Strategy Follow-up Surveys

Chief, CJS-MIS
Planning and Monitoring
Canadian Jobs Strategy Group
Employment and Immigration Canada
Place du Portage
140 Promenade du Portage
Phase IV, 4th Floor
Hull, Quebec
K1A 0J9

This bank includes post-training labour market status of participants and information on the impact of training on their employability and, if they are employed, their occupation. This bank also includes employer/host and co-ordinator responses to questions on program quality, problem areas, etc. This bank documents, on a quarterly basis, the results of a three-month follow-up survey and any subsequent follow-up surveys of participants in the Skill Shortage, Skill Investment, Job Entry, and Job Development programs, and any future Canadian Jobs Strategy programs, who have completed or discontinued training/work experience with an employer, or in a public or private training institution. This bank also documents, on a quarterly basis, the results of a sample survey taken after the end of a project, of employers, hosts, and/or managing co-ordinators. Persons seeking access should provide their name, address, and social insurance number. Employer/hosts or co-ordinators seeking access should provide name, address, and project agreement number. The purpose of the bank is to determine the effectiveness of the training/work experience and to plan for future purchases. The results for individual courses, agreements, or occupations, etc., in terms of post-training labour market status of the participants and problems encountered by employer/hosts or co-ordinators, are frequently used to isolate problem areas and to determine whether training/work experience in certain fields should be discontinued, maintained or expanded, or if certain aspects of the programs themselves should be modified. The information may also be used for internal audit purposes. The computer files are normally maintained for ten years.

EIC/P-PU-115

Local Employment Assistance and Development Program

This bank contains submission data on project sponsors and those representing sponsoring organizations and details of all project proposals. It contains correspondence relating to the programs, the various projects and individuals involved. It also contains curricula vitae of directors and board members of Local Employment Assistance and Development program corporations. Participant record forms, if used, contain personal data on individual participants such as name, address, social insurance number, income, employment status, salary, etc. Individuals seeking access to personal information on this file must supply the project name, number and location and if possible, the name of the sponsor or sponsoring organization. This personal information relates to sponsors, those representing sponsoring organizations, directors and board members of LEAD corporations, and participants. This bank is used for the administration of corporations and projects funded under the Local Employment Assistance and Development program. The Local Employment Assistance and Development program (LEAD) was introduced in the fall of 1983. It took over the retention projects funded under LEAP and the corporations funded under LEDA. The LEAD program provides support to a community-based process of employment-creation, in and through projects and/or LEAD corporations, designed to lead to permanent employment growth and carried out in harmony with regional development strategies. The main use of this bank is to determine whether projects are eligible for funds and whether they have been approved. Information on project participants is supplied voluntarily by employees and may be used consistently by Employment and Immigration Canada for administrative, statistical and program evaluation purposes. Other uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and welfare and educational departments) for co-ordination of services to clients; with other provincial departments for comments on project proposals; with the RCMP in cases of fraud investigation and with Revenue Canada (Taxation) for cross-audit purposes. It may also be used for internal audit purposes. Approved project files are kept for six fiscal years. Rejected project files are kept for two fiscal years.

EIC/P-PU-120

Canada Works Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information with respect to sponsor/employers and alternates (individuals representing an organization/group) along with details of project proposals and progress of the project. Individuals identified in this bank include applicants within federal constituencies (in the case of the Contribution Program) for which a specific Employment Development Bureau regional office has responsibility. This bank maintains records of organizations that have applied for funds, proposals that are eligible for funding, whether these proposals have been approved and for what contribution. Records are maintained for those contributions made under section 38 of the *Unemployment Insurance Act*, providing maintenance funding for income in collaboration with unemployment insurance programs. Records contain selected liaison information with and for other federal, provincial and municipal departments and social agencies such as Health and Welfare, Workers' Compensation Boards, Veterans Affairs, Indian Affairs, etc. Information may also be available on correspondence relating to programs. Individuals seeking access to this information bank must provide the project name, file number and location, the constituency involved, and where possible, the name of the sponsor and/or sponsoring organization. In the cases relating to section 38 of the *Unemployment Insurance Act*, the request should include the name and address of the employer. This bank is used for the administration of Employment Development project funding for the Canada Works Program, including section 38 of the *Unemployment Insurance Act*, Canada Works contribution projects and the New Employment Expansion Development (NEED) program. The information is used by and shared with other government agencies to co-ordinate services to clients; with the RCMP in case of fraud investigation; with Revenue Canada (Taxation) for cross-audit purposes; and with the Investigation and Control Branch of the Insurance Group, EIC. Information on project participants may also be used for administrative, statistical and program evaluation purposes by EIC officials. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years.

EIC/P-PU-121

Contribution Agreement for Skill Investment Program

Manager
Canada Employment Centre (consult telephone directory for address)

Description: This bank may include the following types of information: names, addresses and telephone numbers of employers and self-employed persons with whom a Skill Investment Agreement has been signed, as well as Revenue Canada number, number of employees, main products, social insurance numbers, names and wages of trainees, plus other direct training costs and course information. Individuals wishing access to this bank must provide the name of the training firm and, if possible, the appropriate Skill Investment Agreement number.
Class of Individuals: Employers and self-employed persons who have signed a Skill Investment Agreement as well as trainees to be trained under the contract.
Purpose: The Contribution Agreement forms the legal basis for reimbursement of wages and other direct training costs to employers or self-employed individuals.
Consistent Uses: Information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act* and with Revenue Canada (Taxation) for cross-audit purposes. It may be used for internal audit purposes. This information is partially duplicated in machine readable form.
Retention and Disposal Standards: Information is retained for five years. Computer files are maintained indefinitely.
Related to COR: EIC/CJS-292
TBS Registration Number: 001993

EIC/P-PU-125
Career-Access Program

Records in this bank contain information regarding employers (sponsors/contractors with respect to the Voluntary Initiatives Program VIP), subsidized workers (unemployment insurance recipients and other participants under VIP), details of activity and progress on activities, and participant surveys. Individuals identified in this bank include contact persons for approved employers (sponsors/contractors with respect to VIP) and the employees (unemployment insurance recipients) under the program. All documentation pertaining to the operation of the activity is stored in this file. Individuals seeking access to this file must provide the location, the name of the employer/sponsor/contractor, name of the subsidized worker/sponsor/contractor, and, if possible, the agreement number. This personal information relates to employers, sponsors/contractors, Voluntary Initiatives Program (VIP), subsidized workers, unemployment insurance recipients and other participants. Career-Access was introduced in September 1983 and incorporates the Canada Community Services Projects, New Technology Employment Program, Portable Wage Subsidy, Program for the Employment Disadvantaged and Summer Canada Internships (1984). The program is designed to provide employment opportunities for those who face serious difficulties in finding on-going employment. It operates through a system of wage subsidies to employers. In 1984, the Voluntary Initiatives Program (VIP) was introduced as a component under the Career-Access Program. This initiative provides recipients of unemployment insurance with productive work through the provision of services within voluntary, charitable organizations. Under the authority of section 38 of the *Unemployment Insurance Act*, participants receive an "enhanced unemployment insurance benefit.' This bank is used for the administration of employment development funding for the Career-Access Program. Information on participants may be used for administrative, statistical, internal audit and program evaluation purposes by Employment and Immigration Canada. Other uses may include sharing selected information from this bank with federal and provincial agencies; specific areas within EIC; the RCMP and relevant areas within EIC in cases of fraud; and with Revenue Canada (Taxation) for cross-audit purposes. These uses have been authorized by the Minister under section 114 of the *Unemployment Insurance Act*. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years.

EIC/P-PU-130
New Employment Expansion and Development (NEED) Program

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information regarding project sponsor/employer (those representing an organization or a private business) and details of project proposals and progress. Individuals seeking access to this file must provide the project name, number and location and, if possible, the name of the sponsor/employer or sponsoring organization. This personal information relates to project sponsors/employers and applicants from the area for which the NEED office/Employment Development Branch office has responsibility. This bank is used for the administration of project funding for the New Employment Expansion and Development (NEED) Program. The bank is used to determine whether projects were eligible for funds and whether they were approved. Consistent uses may include sharing selected information from this bank with federal, provincial and municipal social agencies (such as Indian Affairs, Workers' Compensation Boards and welfare and educational departments) for co-ordination of services to clients; with the RCMP in cases of fraud investigation; and with Revenue Canada (Taxation) for cross-audit purposes. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, advisory boards, or provincial governments. It may also be used for internal audit purposes. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years.

EIC/P-PU-131
Training Expenses Claim for Skill Shortages Program

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: employers' names and addresses, trainees' names and social insurance numbers, trainee's wage rates, instructors' wage rates, other training expenses. This information relates to the employers, owners and self-employed persons who are claiming reimbursement of training costs, and to trainees. Individuals wishing access to this bank must provide the name of the training firm, owner, association or self-employed persons and, if possible, the appropriate Skill Shortages Agreement number. This bank is used as the basis for the reimbursement of training costs incurred under a Skill Shortages Program Agreement. The information may be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act* and with Revenue Canada (Taxation) for cross-audit purposes. It may be used for internal audit purposes. Information is retained for five years.

EIC/P-PU-135
Job Corps

Senior Officer
Canadian Jobs Strategy Group
EIC Regional Office

Records in this bank contain information regarding project sponsor/employers (both individuals and those representing an organization) and details of project proposals and their progress. The participants are those individuals disadvantaged in ways which create a barrier to labour market participation, including lack of education, training or job experience, or mental/physical disabilities. Individuals seeking access to this file must provide the project name, number and location and, if possible, the name of the sponsor/employer or sponsoring organizations. This personal information relates to project sponsors/employers, and participants. Job Corps is designed to provide individuals with the necessary preparation and employment-related skills leading to labour market readiness. This bank is used in the administration of employment development funding for the Job Corps Program. The information is used within EIC by other programs such as Career-Access, Canada Works and LEAD. Selected information is shared with federal, provincial and municipal departments/agencies (such as Health and Welfare, Veterans Affairs, Indian Affairs, Workers' Compensation Boards and welfare and educational departments) in order to co-ordinate services to clients; with the RCMP in cases of fraud investigation; and with Revenue Canada (Taxation) for cross-audit purposes. Information on project participants may also be used for administrative, statistical and program evaluation purposes by Employment and Immigration Canada, ministerial advisory boards or provincial governments. It may also be used for internal audit purposes. Approved project files are maintained for six fiscal years. Rejected project files are maintained for two fiscal years.

EIC/P-PU-140
Challenge '85

This bank maintains records of employers and organizations that have applied for funds, whether these proposals were approved and the amount of the contribution. It operates through a system of wage subsidies to employers. All documentation pertaining to the operation is stored in this file. Individuals seeking access to this file must provide the agreement number, and, if possible, the name and location of the employer. This personal information relates to employers (private sector, municipalities, non-profit organizations) of students and returning students themselves. This initiative provides returning students with summer jobs that will be career-related or offer a practical work experience. This bank is used for the administration of employment development funding for the Challenge '85 Program. As consistent uses, information on participants may be used for administrative, statistical, internal audit purposes and program evaluation. This information is also shared with Statistics Canada for survey and evaluation purposes. The information may also be shared with federal, provincial and municipal social and educational agencies to better co-ordinate services to clients; with the RCMP in cases of fraud investigation and also with Revenue Canada/Taxation for cross-audit purposes. The greater portion of the information is stored on computer at national headquarters, while some other portions are kept on manual systems in the regions. Releases of information are subject to the provisions of section 114 of the Unemployment Insurance Act. Computerized information is maintained indefinitely.

EIC/P-PU-145
Trainee Documentation for the Youth Training Option

Manager
Canada Employment Centre (consult telephone directory for address)

The bank may include the following types of information originally gathered from the trainee documentation form EMP 3666: individual's name, address, social insurance number, telephone number, demographic data, number of dependants, education, labour force status and occupation, situation following the training, training course information and related financial transaction. This information is collected prior to the participant's training and may be updated during the training period. Individuals requesting access should state the CEC where last registered and the appropriate name of the training project. This personal information relates to young Canadians between the ages of 17 and 21 who have not been able to enter the labour force and have taken skill and work experience training through the Youth Training Option. The purpose of this bank is to document trainees for the Youth Training Option and related income support allowances, and to monitor their participation throughout the training. Young people registered in a Canada Employment Centre (CEC) who participate in the Youth Training Option are identified in this bank. This information is shared with the Department of Supply and Services for issuance of cheques for training allowances and may be shared with federal, provincial and social agencies such as welfare and educational departments; with the RCMP for investigation of offences against the *Unemployment Insurance Act;* and with National Revenue/Taxation for cross-audit purposes and for income tax purposes where authorized by law and with Statistics Canada for evaluative or survey purposes. The information may also be used for internal audit purposes. Records at the CEC are discarded two years after training. Computerized records are maintained indefinitely. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act.*

Electronic Data Processing (EDP) Systems

The Canadian Jobs Strategy Group uses an integrated clerical, manual and EDP system to deliver its programs and services. The systems support the Canadian Jobs Strategy programs. These systems support information banks already described for the administration of the Canadian Jobs Strategy programs and include computer systems, associated databases and documentation as well as providing a source of historical information on the programs associated with the Labour Market Development Group.

- Canadian Jobs Strategy Programs — Job Development, Job Entry, Skill Shortages, Skill Investment, Innovations, and Community Futures.

- Labour Market Development Programs — Canada Community Development Projects; Canada Community Services Projects; Canada Works/Young Canada Works; Employment of the Disadvantaged; Local Employment Assistance Program; Portable Wage Subsidy Program; Summer Youth Employment; Summer Canada; Local Employment and Development Program; Canada Works Program (83-84) (84-85); Career-Access Program; Summer Career Access; New Employment Expansion and Development (NEED) Program; Jobs Corps; Summer Employment/Experience Development Program 1985, Critical Trades Skills Training; National Industrial Training Program; Institutional Training; and the Youth Training Program. Information is held on magnetic tape/disk.

Insurance Group

EIC/P-PU-150
Unemployment Insurance Claim File (Local Office)

Manager
Canada Employment Centre (consult telephone directory for address)
Description: This bank may include the following type of information: name, SIN, age, date of birth, sex, address and telephone number, summary of employment data for up to three years (e.g. employer identification, period worked, type of work, salary and insured weeks, earnings and union affiliation), possible information relative to farming, self-employment, educational instruction currently being received, participation in employment development programs such as Work Sharing or Job Creation, incarceration, medical certificates, appeals to Boards of Referees, disentitlement notices, disqualification notices and correspondence regarding overpayments, entitlement and other related matters. The bank may also record the amount and

duration of unemployment insurance benefits payable, any interviews or investigations conducted by EIC staff relative to protect the unemployment insurance fund from abuse, and any penalties or criminal prosecutions undertaken for fraud in connection with offences related to the *Unemployment Insurance Act*. In certain locations, the Registration for Employment/Application for Unemployment Insurance Benefit form may be used which, in addition to the above, may contain such information as demographic data, employment preference, disabilities, education and qualifications, employment history, veteran status and ethnic origin (native status, citizenship). Information in this bank is largely duplicated on the Benefit and Overpayment Master File (EIC/P-PU-180) kept at regional pay centres and national headquarters. All requests for access must include date of birth.

Class of Individuals: Individuals who have applied for unemployment insurance benefits.

Purpose: Information in this bank is used in the administration of the unemployment insurance program.

Consistent Uses: Information from this bank is used within Employment and Immigration Canada for the administration of all EIC programs (Insurance, Immigration, and Labour Market Policy) and for statistical planning and internal audit purposes at the regional and national levels. Information can also be shared with the RCMP for investigation of offences against the *Unemployment Insurance Act*. Information may be shared, subject to formal agreement, with federal, provincial and municipal social agencies such as the departments of welfare and education for the administration of their own programs; with Revenue Canada (Taxation) and where applicable, with Revenue Quebec (for taxation purposes); and with provincial Workers' Compensation Boards. Information may also be shared with employers for the purpose of assisting them in the carrying-out of their responsibilities under the *Unemployment Insurance Act*. These uses have been identified as consistent uses and approved by the Minister under section 114 of the Act. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.

Retention and Disposal Standards: Records are destroyed three years after the last action.

Related to COR: EIC/INS-260

TBS Registration Number: 001989

EIC/P-PU-155

Unemployment Insurance Claimant's Bi-weekly Report Card

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following types of information: name, address, telephone number, SIN, dates covered, the individual's signed declaration of the dates available for work, and any earnings in this two-week period. Information in this bank is largely duplicated on the Benefit and Overpayment Master File (EIC/P-PU-180) kept at regional pay centres and national headquarters. Individuals seeking access to this file must specify the two-week period covered by the report card they wish to access. This personal information relates to individuals on claim for unemployment insurance benefits. The purpose of this bank is to record a claimant's eligibility for benefit during the two-week period to which the bank refers. The information from this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation and statistics and for control and internal audit purposes. Microfilm of these records is retained for four years.

EIC/P-PU-170

Interstate Unemployment Insurance Claims

Interstate Co-ordinator for Canada
c/o Chief, Coverage and Premium Policy Division
Employment and Immigration Canada
Phase IV, Place du Portage
Hull, Quebec
K1A 0J9

Description: The files contain statistics relative to Liable and Agent State claims. Individuals seeking access to this bank must supply their social insurance number or their social security number (whichever is appropriate).

Class of Individuals: The unemployment insurance claimants identified in this bank are divided into two groups: (a) agent state claimants who are Canadians or non-Canadian residents in each of the unemployment insurance regions in Canada; and (b) Liable State claimants with working visas or U.S. citizenship, or landed immigrants residing in the United States, Puerto Rico or the Virgin Islands.

Purpose: The purpose of this bank is to facilitate payment of unemployment insurance benefits to persons in the United States of America, Puerto Rico, Virgin Islands and Canada, residing outside the state in which their entitlement to unemployment benefits was earned. The information is used to create, maintain and control claim files when Canada is the agent state and to provide administrative assistance to Liable States concerned, as well as to create, maintain, control, adjudicate and provide payment of benefit when Canada is the Liable State.

Consistent Uses: The information in this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, internal audit and statistics.

Retention and Disposal Standards: The information is kept for five years after the last action.

Related to COR: EIC/INS-260

TBS Registration Number: 001990

EIC/P-PU-180

Benefit and Overpayment Master File

Manager
Canada Employment Centre (consult telephone directory for address)

This bank is a computerized record of benefit information based on documents used to establish first and continuing entitlements which are themselves retained in the Unemployment Insurance Claim File (EIC/P-PU-150) or at Regional Office. (Under exceptional circumstances the information in the bank may be held manually.) This personal information relates to individuals who have received unemployment insurance benefits and is used to determine the status of a claim, whether unemployment insurance benefits are payable or not, the amount payable and a record of each payment or adjustment made during the life of the claim. This bank may also contain information from the Revenue Canada PAYDAC File. The data are used by Employment and Immigration Canada in the administration of the *Unemployment Insurance Act* in investigation and control activities, as well as for evaluation, statistical, internal audit and planning purposes. Some selected information is duplicated in an income tax system for issuance of T4U's, and related statements, and is provided to Revenue Canada (Taxation) (and where applicable) Revenue Quebec for taxation purposes. Other information is microfilmed to assist district offices in answering enquiries. Information may be shared with Statistics Canada for statistical and planning purposes. Information may also be shared with the Department of Justice for the purpose of administering the *Family Orders And Agreements Enforcement Assistance Act*. Information is also shared with the Ontario Ministry of Housing for purposes of establishing eligibility for subsidized housing. Other uses may include the sharing of information with provincial, federal and municipal social agencies such as welfare and education departments, for the administration of their programs and the co-ordination of payment of financial benefits. Information may also be shared with employers for the purpose of assisting them in fulfilling their responsibilities under the *Unemployment Insurance Act*. It may be shared with authorized parties in order to obtain information to assist the Commission in the collection of overpayments. These uses have been identified as consistent uses and approved under section 114 of the Act by the Minister of Employment and Immigration. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*. Information in this bank is kept for seven years.

EIC/P-PU-185
Contract Agents List

Director General
Insurance Services
Employment and Immigration Canada
Phase IV, Place du Portage
Hull, Quebec
K1A 0J9

or

Regional Office
(See the list of Regional Offices under Key Contacts for list of addresses.)

This bank may include information on the agent such as name, address, qualifications and work experience, and information pertaining to the individual's activity as an agent. This personal information relates to claims-taking agents under contract to Employment and Immigration Canada and is used to identify and monitor the activities of claims-taking agents under contract to Employment and Immigration Canada. The information may be used for internal audit purposes. It is kept for three years after the individual ceases to be a contract agent.

EIC/P-PU-190
Independent Medical Examiners List

Director General
Insurance Services
Employment and Immigration Canada
Phase IV, Place du Portage
Hull, Quebec
K1A 0J9

Description: This bank contains information such as the names and addresses of participating medical practitioners.
Class of Individuals: These doctors are medical practitioners to whom claimants are referred for a second medical opinion. Employment and Immigration pays them a set fee for their professional services.
Purpose: The purpose of this bank is to provide a list of medical practitioners to perform fee-basis professional services to Employment and Immigration Canada at local levels.
Consistent Uses: The information may be used in decisions related to the conditions of nomination for appointment and may also be used for internal audit purposes.
Retention and Disposal Standards: The information is retained for two years after the nomination ceases.
Related to COR: EIC/INS-255
TBS Registration Number: 001991

EIC/P-PU-195
List of Chairpersons and Members of Boards of Referees

Director
Appeals
Insurance Policy Branch
Employment and Immigration Canada
140 Promenade du Portage, Phase IV
Hull, Quebec
K1A 0J9

This bank may contain names, addresses, experience and work history (curricula vitae), attendance records and availability status. Information is organized, according to geographical location, in the Board centre. This personal information relates to individuals appointed by the Governor in Council to serve as chairpersons and members of the Boards of Referees selected by the Commission from panels of employers and representatives of employers, insured persons and representatives of insured persons. The purpose of this bank is to provide a list of chairpersons and members of Boards of Referees. Information in this bank may be used in determining the terms of their appointment to the Boards and in other decisions pertaining to these appointments. Information may be used for internal audit purposes. The life span of the bank is continuous throughout the duration of the appointment, and material on individuals is retained for two years after the appointment terminates.

EIC/P-PU-205
Voluntary Disclosure Log

Supervisor
Investigation and Control
Canada Employment Centre (consult telephone directory for address)

Information on individuals includes name, social insurance number, date of disclosure, regional and local offices where disclosure occurred, date of claim involved, number of offences covered by disclosure, and amount of overpayment. This personal information relates to individuals who have applied for unemployment insurance benefits and have voluntarily disclosed that they have knowingly made false statements to obtain benefits. The purpose of this bank is to maintain a central repository of persons who voluntarily reveal to the Commission that they have knowingly made false statements to obtain unemployment insurance benefits. Information in the bank is used to ensure that a person benefits from the voluntary disclosure only once. Information may be used for internal audit purposes. Information is retained permanently.

EIC/P-PU-210
Report On Hirings

Supervisor
Investigation and Control
Canada Employment Centre (consult telephone directory for address)

Each record includes the employer's name, address and Revenue Canada (Taxation) number, the employee's social insurance number, first day worked and badge or payroll number if applicable. Access to the printout must be made at the local office where the person's claim is filed, by giving the social insurance number. This personal information relates to individuals who have received unemployment insurance benefits and appear to have been overpaid. This bank is used in the administration of the *Unemployment Insurance Act*. Information in this bank is used to control unreported work and earnings among claimants. Information may also be used for internal audit purposes and to find Commission debtors whose whereabouts are unknown. The data received from employers are computer-matched against benefit records to discover possible overpayments against the account. The file is in the form of a magnetic tape and observations are only printed out if the employee is in receipt of benefits and appears to have been overpaid. Otherwise, no record of this data is kept. Hiring data on persons who are claimants are retained for two years. Hiring data on persons who are not recipients are erased as soon as the match is completed.

EIC/P-PU-215

Automated Earnings Reporting System

Supervisor
Investigation and Control
Canada Employment Centre (consult telephone directory for address)

Information is created from magnetic tape files received by the EIC from employers. Each record may contain the employer's name, address and Revenue Canada (Taxation) number, employee's name, social insurance number, week worked and salary received. It relates to employers participating in this control program and individuals who have received unemployment insurance benefits. The purpose of this bank is to administrate the *Unemployment Insurance Act*. The information is used at the national headquarters Computer Centre to produce monthly reports on potential abuse of the unemployment insurance fund. Information may be used for internal audit purposes. The extract is matched to the unemployment insurance records and if there appears to be an overpayment, an observation is printed out and forwarded to the appropriate office of claim. Otherwise, no record is kept and the extract is returned to the employer.

EIC/P-PU-220

Labour Adjustment Benefits Claim File Local Office

Manager
Canada Employment Centre (consult telephone directory for address)

Records in this bank may contain the following: summary employment data for up to possibly 35 years (e.g. employer identification, confirmation of employment period worked, hours worked in each year), proof of age, non-qualification, correspondence regarding overpayments, entitlement information on the certification and correspondence regarding overpayments, entitlement information on the certification and other related matters. The bank may also record the weekly payment deductions, date the person will be 65 years old, and any information concerning interviews held with EIC staff, (e.g. investigations by Investigation and Control officers, interviews by agents and employment counsellors). This personal information relates to individuals claiming labour adjustment benefits. Information in the bank is used for the administration of the Labour Adjustment Benefits Program and may be used within Employment and Immigration Canada for statistical, internal audit and planning purposes at the regional and national levels. Information may also be shared with Labour Canada, the Labour Adjustment Review Board, and with the RCMP in cases of Labour Adjustment Benefits fraud investigations. Records are kept for six years after termination of benefits.

Electronic Data Processing (EDP) Systems

The Insurance Group uses integrated clerical, manual and EDP systems to deliver its programs and services. The following systems support the various insurance programs. These systems may support several of the information banks already described; the numbers of the corresponding banks are given in all instances.

- Benefit Systems — Benefit Pay (EDP-1): these systems support the administration of the unemployment insurance benefit program and may be used to produce payments, update status of claims, maintain a history of overpayments, produce monthly and quarterly statistical reports on operations, overpayments and accounting, produce T4U/TP4Us showing benefits paid and income tax deducted for each claimant, and support associated enquiry functions in local and regional offices. Information is held on magnetic tape/disk. (EIC/P-PU-150; 155; 160; 165; 170; 180).
- Employment and Benefits Systems (EDP-2): these systems use data from the above banks to make available claimant benefit and overpayment data via computer terminals located in local and regional offices. (EIC/P-PU-005; 020; 150; 155; 160; 180).
- Benefit Systems — Control (EDP-3): these systems support the Insurance Group Control activities and may be used for detection of unreported work and earnings by unemployment insurance beneficiaries; to track debtors from EIC records; to compare social insurance numbers issued/used to identify misuse; and for micrographic listings for the general control of insurance programs. Information is held on magnetic tape/disk. (EIC/P-PU-210; 215).

Immigration Group

EIC/P-PU-225

Immigrant Case File

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: This file may contain some or all of the following types of information: applications for permanent resident and refugee status, assessments by immigration officers, details concerning health, past criminality, financial status, education and professional experience, removal documentation, and Minister's permits. The file may contain information on an immigrant's earlier status in Canada (e.g. employment authorization information, etc.). Persons seeking access to this information bank must supply their date of birth, approximate date of entry into Canada and port of entry.
Class of Individuals: Persons applying for permanent residence in Canada.
Purpose: This personal information relates to the immigrant's applications for permanent resident status and subsequent decisions for which purpose the bank was established. Information may be used in the administration and enforcement of immigration legislation.
Consistent Uses: Uses may include sharing of information with the Insurance and Labour Market Programs of the EIC and with the Immigration Appeal Board. Information may also be shared with the departments of the Secretary of State (Citizenship Branch), External Affairs, Justice, the Solicitor General, National Health and Welfare, and Veterans Affairs, as well as provincial government departments with responsibilities for assisting in immigrant settlement for the purposes of administering their programs (such as social welfare, education, manpower planning), and with the Canadian Red Cross and the Salvation Army. The information may also be used in investigations by the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS) where these uses are pursuant to law. The information may be shared with CSIS and the RCMP for the purpose of conducting security reviews on persons seeking admission or refugee status. Information may be shared with Statistics Canada and the Department of External Affairs for statistical and planning purposes. The information may also be shared with the US Immigration Service pursuant to an agreement or an arrangement.

Retention and Disposal Standards: Information is normally held for two years after last administrative action. Information on persons ordered deported is retained until the subject reaches 65 years of age.
Related to COR: EIC/IMM-120
TBS Registration Number: 001972

EIC/P-PU-226
Host Program for Refugees
Description: This bank may contain names and other information pertaining to individual members or representatives of groups involved in the Host Program. Access to this bank may be gained by providing the name and address of the group.
Class of Individuals: Voluntary non-government organizations who provide assistance to newly arrived refugees.
Purpose: The purpose of this bank is to provide a list of the Host Program groups. Some of the information may be duplicated at headquarters and used for monitoring purposes. The information may be used in decisions regarding the effectiveness of the Program.
Consistent Uses: The information may be used for internal audit purposes.
Retention and Disposal Standards: The lifespan of the bank is continuous through the existence of the contract. Information may be held for up to two years after termination of the contract or last administrative action.
Related to COR: EIC/IMM-130
TBS Registration Number: 001973

EIC/P-PU-230
Permanent Resident Data System

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: Records in this bank contain such data as demographics, birthdate and place, citizenship, language, accompanying family members, passport number and country of issue, immigration category, country of last permanent residence, education, intended occupation, money in possession on arrival in Canada, destination address and person willing to help, assisted passage warrant number, visa or letter of pre-examination data, authorization number, office of issue and date, medical data, admission date and other information pertaining to admission. To access this bank, the individual's name at entry, date of birth and year of entry are required. To access data concerning landing years 1908 to 1921, additional information is required, such as country of birth, port of entry, vessel (if applicable), and names of accompanying family members. Landing records prior to 1919 are in the custody of the National Archives of Canada.
Class of Individuals: Persons who have been granted permanent residence in Canada.
Purpose: The purpose of the bank is to record the legal permanent admission of immigrants to Canada. It is used to verify the right of persons to remain in Canada, to issue social insurance numbers, to confer citizenship, and to determine eligibility for family allowances, old age security and other social benefits.
Consistent Uses: Information in this bank is used by the Insurance and Labour Market Programs of the EIC and the Immigration Appeal Board and it is used internally by the EIC for statistical, reporting internal audit and control purposes. Uses may include verification of an individual's permanent resident status, sharing of information with the Department of the Secretary of State (Citizenship Branch), the Department of External Affairs, Statistics Canada, the Department of National Health and Welfare Canada, provincial departments such as social welfare and education as well as the Canadian Red Cross and the Salvation Army. The information may also be used in investigations by the Royal Canadian Mounted Police and the Canadian Security Intelligence Service where these uses are pursuant to law. Information is shared with the Ontario Ministry of Revenue to verify residency requirements for eligibility to various benefit programs.
Retention and Disposal Standards: Duplicates of some individual records may be kept in Canada Employment Centres for two years, where they are used to establish eligibility for programs and services of Employment and Immigration Canada. Records are maintained on magnetic tape as well as on microfilm images of source documents and are kept indefinitely.
Related to COR: EIC/IMM-115
TBS Registration Number: 001974

EIC/P-PU-235
Immigrant Adjustment Assistance Record
Description: This bank may include the following types of information: name, date and place of birth, mother tongue, authorization number (visa or assisted passage number), address, social insurance number, occupation, marital status, financial situation, date and port of arrival, name of spouse and number of dependants, date and amount of cheque, payee and purpose. Access to this bank may be gained by providing place of birth, date of birth and place and date of admission to Canada.
Class of Individuals: Indigent newcomers to Canada in need of financial assistance which they receive under Immigrant Adjustment Assistance until the deficit between their needs and the income available to these persons no longer exists, or for up to one year, whichever comes first.
Purpose: The bank serves as a record of adjustment assistance granted to newcomers in need. The information is used in the administration of financial assistance loans and only clients of Canada Employment Centres who have received assistance are identified in this bank.
Consistent Uses: Information in this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, statistics, internal audit and control and for Management Information System purposes. This information may also be shared with provincial welfare agencies for the purpose of determining entitlement to provincial programs.
Retention and Disposal Standards: Information is normally kept from two to six fiscal years depending on the status of the recipient of the loan.
Related to COR: EIC/IMM-130
TBS Registration Number: 001975

EIC/P-PU-240
Sponsors of Immigrants

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: Data on the sponsor includes name, age, labour force status, status in Canada, occupation and annual salary. Data on the immigrant to be sponsored includes name, relationship to guarantor, date, place and country of birth, citizenship and marital status and may include details concerning health and past criminality. Duplicate information is held at External Affairs posts abroad. It may be included in the Immigrant Case File. Access to this bank may be gained by providing date and place of birth.
Class of Individuals: Canadian citizens or permanent residents who apply to sponsor the admission to Canada of members of the Family Class.
Purpose: This bank's purpose is to record information pertaining to a Canadian citizen's or a permanent resident's application to sponsor immigrants coming to Canada. Information may be used in the administration and enforcement of immigration legislation.
Consistent Uses: The information is also used internally for Management Information System purposes and for purposes of research, planning, evaluation and statistics. It may also be used in

investigations by the Royal Canadian Mounted Police where these uses are pursuant to law. Other uses include sharing the information with federal, provincial and municipal departments and social agencies such as the Department of External Affairs, the Department of National Health and Welfare, Workers' Compensation Boards, and social welfare and education departments. It may be used for internal audit purposes. The information on the immigrant may also be shared with the US Immigration Service pursuant to an agreement or an arrangement.
Retention and Disposal Standards: Information is normally held for two years after last administrative action.
TBS Registration Number: 001976

EIC/P-PU-245
Guarantors of Assisted Relatives

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: Data on the guarantor includes name, age, labour force status, status in Canada, occupation and annual salary. Data on relatives to be assisted include name, relationship to guarantor, date, place and country of birth, and citizenship and may include details concerning health, past criminality, education and professional experience. In some offices, it may be included in the Immigrant Case File. Duplicate information is held at External Affairs posts abroad. Access to this bank may be gained by providing date and place of birth.
Class of Individuals: Canadian citizens or permanent residents who have given an undertaking of assistance on behalf of relatives who do not come within the Family Class.
Purpose: This bank exists to record information pertaining to a Canadian citizen's or permanent resident's application for the purpose of assisting relatives to come to Canada. Information may be used in the administration and enforcement of immigration legislation.
Consistent Uses: The information is also used internally for Management Information System purposes and for purposes of research, planning, evaluation statistics and internal audit. It may be used for investigations by the RCMP where these uses are pursuant to law. Other uses of this information include sharing with federal, provincial and municipal departments and social agencies such as the Department of External Affairs, the Department of National Health and Welfare, Workers' Compensation Boards, and social welfare and education departments. The information on the immigrant may also be shared with the US Immigration Service pursuant to an agreement or an arrangement.
Retention and Disposal Standards: Information is normally held for two years after the last administrative action.
TBS Registration Number: 001977

EIC/P-PU-250
Records of Immigrant Settlement and Adaptation Program Contracting Agencies
Description: The bank may contain names and other information pertaining to individual members or representatives of such contracting agencies and clients enrolled with these agencies' job finding clubs. The clubs help find employment for newly arrived immigrants. Access to this bank may be gained by providing the name and address of the organization.
Class of Individuals: Voluntary non-government organizations that provide immigrant settlement and adaptation services for the Commission on a contract basis and participating members of these organizations' job finding clubs.
Purpose: The purpose of this bank is to provide a list of the contracted non-government agencies and their job finding clubs. Some of the information may be duplicated at headquarters and used for monitoring purposes. The information may be used in decisions regarding the terms of such contracts, their renewal and the evaluation of services provided to the newly arrived immigrants on a complementary basis.
Consistent Uses: Information may be used for internal audit purposes.
Retention and Disposal Standards: The bank's lifespan is continuous through the existence of the contract, and information is held for two years after termination of the contract or last administrative action.
Related to COR: EIC/IMM-130
TBS Registration Number: 001978

EIC/P-PU-255
Private Visitors

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: Data on the host/hostess include name, date, place and country of birth, current citizenship, address, employment and financial information, relationship to the visitor and names of other persons being visited. The bank also records selected information on the visitor. Duplicate information may be held at External Affairs posts abroad.
Class of Individuals: Canadian host/hostess and special categories of proposed private visitors who require a prearranged visa in order to visit Canada.
Purpose: The purpose of this bank is to record information on the Canadian hosts/hostesses and the proposed visitors for special categories of private visitors.
Consistent Uses: The information is used by External Affairs posts abroad in the issuance of visitors' visas. Information from the file may be provided to the RCMP for an investigation of the host/hostess, the results of which may be entered into the bank. Information may also be used by EIC for administrative purposes such as research, planning, evaluation, statistics and internal audit. Information other than that on Canadian citizen hosts may be shared with the United States Immigration and Naturalization Service pursuant to an agreement or an arrangement.
Retention and Disposal Standards: Information is normally held in a case file for two years after last administrative action.
Related to COR: EIC/IMM-120
TBS Registration Number: 001979

EIC/P-PU-260
Immigration Security and Intelligence Data Bank

Director of Operations
Immigration
National Headquarters

This bank may include information gathered by Canadian or foreign investigative bodies or law enforcement agencies. This personal information relates to persons known or suspected of engaging in activities contrary to the *Immigration Act*, as well as permanent residents or persons abroad known to be or suspected of being associated with terrorist, criminal or subversive organizations, or other persons whose entry would be dangerous to Canadian security. Information may be used in refusing entry to Canada or expelling such persons from Canada. Information may be used for internal audit purposes. Information is retained indefinitely. Information may be shared with the Department of External Affairs, the Secretary of State of Canada (Citizenship Branch), and the United States Immigration and Naturalization Service pursuant to an agreement or an arrangement. The information may also be used for lawful investigations by the RCMP and the Canadian Security Intelligence Service.

EIC/P-PU-265

Enforcement Information Index System

Director of Operations
Immigration
National Headquarters

The bank contains summary information gathered by Canadian or foreign law enforcement agencies or investigative bodies on persons, some of whom may be permanent residents, whose entry or re-entry would be dangerous to Canadian security. The bank is used for identifying such individuals and referring them to more detailed immigration examinations. It may be used for internal audit purposes. Information is retained indefinitely. Selected fields may be extracted from this bank and used to produce reports necessary as a backup to the FOSS online system. (See Electronic Data Processing [EDP] Systems).

EIC/P-PU-270

Enforcement Data System

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: The bank contains a record of the enforcement process under which persons are examined, which includes a report from an immigration officer, and a record of the enquiry, appeal and removal process. Records may include name, address, birthdate, country of birth, social insurance number, enforcement action undertaken (i.e., a report, arrest, inquiry or removal under the *Immigration Act*), and the date and place of each event in the process. The deportation order is available on persons subject to the enforcement process from January 1, 1973. Some of the information may be duplicated in the Immigrant Case File (EIC/P-PU-225) and the Permanent Resident Data System (EIC/P-PU-230). Persons seeking access to this information must supply their date of birth, approximate date of entry to Canada and port of entry.
Class of Individuals: Persons who have been subject to the enforcement provisions of immigration law.
Purpose: The purpose of this bank is to help determine the admissibility of persons to Canada or the right of persons to remain in Canada, and to produce statistical reports in support of the enforcement function.
Consistent Uses: Information is also used by the Insurance and the Labour Market Programs of the EIC and by the Immigration Appeal Board. Other uses may include sharing information with the departments of the Secretary of State (Citizenship Branch), External Affairs, Justice and the Solicitor General. Information may also be provided to the RCMP and the Canadian Security Intelligence Service where these uses are pursuant to law. Information may be shared with Statistics Canada and the Department of External Affairs for statistical and planning purposes. It may also be used for internal audit purposes. Selected fields may be extracted from this bank and used to produce reports necessary as a backup to the FOSS online system. (See Electronic Data Processing [EDP] Systems).
Retention and Disposal Standards: Records are retained permanently.
Related to COR: EIC/IMM-095
TBS Registration Number: 001980

EIC/P-PU-275

Returning Resident Permit Case File

Manager
Canada Immigration Centre (consult telephone directory for address)

This bank may include the following types of information: name, date of birth, country of birth, sex, marital status, citizenship, date and place of landing in Canada, permanent residence in Canada, reason for and length of absence, and telephone number. Persons seeking access to this information bank must supply their date of birth, approximate date of permit issuance and office of issue. This personal information relates to permanent residents who have valid reasons for remaining outside of Canada for extended periods of time, according to the *Immigration Act*. The purpose of the bank is to facilitate the return to Canada of permanent residents. The information is used in the administration and enforcement of immigrant legislation. The information may be provided to the RCMP to investigate offences under the *Immigration Act*, and to the Canadian Security Intelligence Service where such use is pursuant to law. Information is held by name at Canada Immigration Centres and the Department of External Affairs posts abroad. It may also be used for internal audit purposes. Information is normally kept for one year after the issuance of the permit. The information may also be shared with the US Immigration Service pursuant to an agreement or an arrangement.

EIC/P-PU-280

Adjudication Case File

Division Chief for the office in which the hearing was conducted
(There are currently thirteen such offices across the country.)

Description: The files contain only those documents brought forth at the hearing itself, so that both the individual concerned and the representative of the Commission have knowledge of the material before it is entered on file. Persons seeking access to this information bank must supply the location of the office in which the inquiry was held.
Class of Individuals: This personal information, recorded by name, relates to an individual's case file when an adjudicator is called upon to conduct either an inquiry or a detention review.
Purpose: The purpose of this bank is to record information used in the conduct of Immigration inquiries and detention reviews pursuant to the *Immigration Act* and Regulations. The material on file, which is adduced at the inquiry, is used by the adjudicator in making the decision on the allegations that were raised at the inquiry.
Consistent Uses: It may also be used for internal audit purposes.
Retention and Disposal Standards: The retention period for case files is two years after the conclusion of the inquiry.
Related to CORs: EIC/IMM-135, 140, 145, 150
TBS Registration Number: 001981

EIC/P-PU-285

Visitor Case File

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: Records in this file may include the following information: name, date and country of birth, country of citizenship, marital status, address in Canada and abroad, accompanying family members, details concerning health, past criminality, details of financial status, length of authorized stay and date of original entry, name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and conditions which they must meet, and acknowledgement of terms and conditions. Information is held at Canada Immigration Centres and at Immigration headquarters in Ottawa in cases receiving specific further consideration. Persons seeking access to this information bank must supply their date of birth, approximate date of permit and office of issue.
Class of Individuals: Visitors to Canada.
Purpose: The purpose of this bank is to record information pertaining

to visitors to Canada. Information may be used in the administration and enforcement of immigration legislation.
Consistent Uses: Consistent uses may include sharing information with the Insurance and Labour Market Programs of the EIC and with the Immigration Appeal Board. Information may also be shared with the Departments of the Secretary of State (Citizenship Branch), of External Affairs, Justice, Statistics Canada, the Solicitor General, as well as with the Canadian Security Intelligence Service and with the RCMP, where these uses are pursuant to law. This information may be shared with the US Immigration and Naturalization Service pursuant to an agreement or an arrangement. It may be used for internal audit purposes.
Retention and Disposal Standards: Information is normally kept from two to five years. Machine-readable records are kept indefinitely.
Related to COR: EIC/IMM-115
TBS Registration Number: 001982

EIC/P-PU-290

Foreign Student Records and Case File

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: The file may contain information such as birthdate, country of citizenship, sex, marital status, accompanying family members, nature and duration of studies, name and address of institution being attended and availability of funds. The file may also contain details concerning health and criminality. Depending upon circumstances of issue, information may be held at a Canada Immigration Centre and/or at External Affairs posts abroad. Persons seeking access to this bank must supply their name, date of birth and approximate date of temporary admission to Canada.
Class of Individuals: Persons temporarily in Canada who are lawfully engaged in any recognized academic, professional or training course.
Purpose: The purpose of this bank is to record information pertaining to persons temporarily in Canada who are lawfully engaged in any recognized academic, professional or training course. Information may be used in the administration and enforcement of immigration legislation with respect to the length and purpose of stay in Canada. The information may also be used in investigations by the RCMP and the Canadian Intelligence Security Service where these uses are pursuant to law. Uses may include sharing information with the Department of External Affairs, Statistics Canada, with provincial departments responsible for education or immigration, and for statistical and planning purposes. It may also be used for internal audit purposes. The information may also be shared with the US Immigration Service pursuant to an agreement or an arrangement.
Retention and Disposal Standards: Information is kept at EIC offices for the duration of the student's temporary stay or for two years from the date of last action on the case, whichever is longer. At External Affairs posts abroad the period of retention is one year from last action. Machine-readable records are kept indefinitely.
Related to COR: EIC/IMM-115
TBS Registration Number: 001983

EIC/P-PU-295

Temporary Worker Records and Case Files

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: The bank may contain information such as birthdate, country of citizenship, sex, marital status, accompanying family members, address in Canada, personal qualifications, experience, nature of work, name and address of employer and social insurance number. The file may also contain details concerning health and criminality. Persons seeking access to this bank must supply their date of birth and approximate date of temporary admission to Canada.
Class of Individuals: Persons temporarily in Canada who are lawfully engaged in employment.
Purpose: The purpose of this bank is to record information pertaining to persons temporarily in Canada who are lawfully engaged in employment. Information may be used in the administration and enforcement of immigration legislation with respect to the length and purpose of the visitors' stay in Canada as well as any conditions governing the nature and locale of their employment.
Consistent Uses: Consistent uses may include sharing information with the Department of External Affairs, the Secretary of State of Canada (Citizenship Branch), Statistics Canada, and with provincial departments responsible for immigration. The information may also be used in investigations by the RCMP and the Canadian Security Intelligence Service where these uses are pursuant to law. It may be used for internal audit purposes. The information may also be shared with the US Immigration Service pusuant to an agreement or an arrangement.
Retention and Disposal Standards: The information is kept at EIC offices for the duration of the worker's temporary stay or for two years from the date of last administrative action on the case, whichever is longer; at External Affairs posts abroad, the period of retention is one year from last action. Machine-readable records are kept indefinitely.
Related to COR: EIC/IMM-115
TBS Registration Number: 001984

EIC/P-PU-300

Minister's Permit Case File

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: The bank serves as a repository for detailed and summary documentation on permit holders. It may include the following types of information: applications for permanent residence and visitor visas; assessments by immigration officers; Immigration inquiry and removal documentation; financial documentation; name, date and place of birth; citizenship; address in Canada and abroad; date and place of issue and validity of permit; details on the person's inadmissibility grounds; and details on the person's present or earlier status. Persons seeking access to this information must supply their date of birth, approximate date of permit issuance and office of issue.
Class of Individuals: Inadmissible or removable persons according to the *Immigration Act*, who are allowed to come into or remain in Canada for humanitarian or national interest reasons.
Purpose: The purpose of this bank is to record information pertaining to permit holders. Information may be used in the administration and enforcement of immigration legislation.
Consistent Uses: This information may be used internally by the Insurance and Labour Market Programs of the EIC, by the Immigration Appeal Board and for internal audit purposes. Other uses may include sharing information with the Secretary of State of Canada (Citizenship Branch), with the Departments of External Affairs, Justice, the Solicitor General, National Health and Welfare and with Statistics Canada as well as the various provincial ministries of health. Information may also be used in investigations by the RCMP and the Canadian Security Intelligence Service where these uses are pursuant to law. It may also be shared with the United States Immigration and Naturalization Service pursuant to an agreement or an arrangement.
Retention and Disposal Standards: Paper records are retained for two years after cancellation or expiry of permit. Machine-readable files are kept indefinitely.
Related to COR: EIC/IMM-115
TBS Registration Number: 001985

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

EIC/P-PU-305

Transportation, Admissibility and Assistance Loans

Manager
Canada Immigration Centre (consult telephone directory for address)

Description: Only individuals who have received transportation loans are identified in this bank. This bank may contain the following information: name, birthdate, visa number, transportation warrant number, address, social insurance number, occupation, name and address of employer, marital status, date and port of arrival, name of spouse and number of dependants, status and amount of outstanding loan and credit reports of the individual's financial status, and payee and purpose. Access to this bank may be gained by providing date of birth, date of admission to Canada, as well as file number and transportation warrant number.

Class of Individuals: Immigrants in need of relocation, who do not have disposable assets for themselves or their families to pay the cost of their transportation to Canada, or from their port of arrival to their final destination in Canada; CRs/DCs to establish their admissibility to Canada (medical costs overseas); and those newcomers in need of financial assistance who are not eligible for adjustment assistance contributions.

Purpose: This bank serves as a record of the amount of loans issued and repaid under the Transportation Loan Program. Information in the bank is used for the administration of the program.

Consistent Uses: The information may be used by the Department of Employment and Immigration for management information purposes and for purposes of research, planning, internal audit, evaluation and statistics. The information may be shared with the Secretary of State of Canada (Citizenship Branch) and the Department of External Affairs (passport).

Retention and Disposal Standards: The information is held from two to six fiscal years after the loan has been repaid or later, depending on the status of the loan.

Related to COR: EIC/IMM-130

TBS Registration Number: 001986

EIC/P-PU-310

Sponsors of Refugees and Other Special Classes — Constituent Groups of National Organizations

Description: The bank contains the group's name and address, a letter of approval from the national organization, and the number and names of refugees whom the group wishes to sponsor. Information relating to these sponsorships may be held at the local Canada Immigration Centre or at regional or national headquarters. Access may be gained by providing the name and address of the sponsoring group.

Class of Individuals: Constituent groups of national or major organizations that have signed a master agreement with the Minister of Employment and Immigration to sponsor Convention Refugees and members of special classes designated by the Governor in Council under section 6(2) of the *Immigration Act*, 1976.

Purpose: The purpose of this bank is to maintain a record of the applications by constituent groups of national organizations or other major organizations.

Consistent Uses: The information is used internally for statistical purposes. Internal audits and selected information may be shared with the Department of External Affairs posts abroad to process the sponsored individuals.

Retention and Disposal Standards: The documents are held for two years from the date of arrival of the sponsored refugee.

Related to COR: EIC/IMM-130

TBS Registration Number: 001987

EIC/P-PU-315

Sponsors of Refugees and other Special Classes — Local Groups and Incorporated Organizations

Description: The bank contains the names and addresses of members of the sponsoring group or organization; information on financial resources available to support their sponsorship application; experience in assisting refugees or immigrants; and the number or names of refugees whom the group wishes to sponsor. In the case of groups of individuals, information includes the members' occupations and citizenships. Information relating to these sponsorships may be held at the local Canada Immigration Centre or at regional or national headquarters. Access may be gained by providing the name and address of the sponsoring group.

Class of Individuals: Local groups of five or more individuals and incorporated organizations that sponsor Convention Refugees and members of special classes designated by the Governor in Council under section 6(2) of the *Immigration Act*.

Purpose: The purpose of this bank is to maintain a record of applications by local groups of five or more individuals and incorporated organizations.

Consistent Uses: Information is also used internally for statistical purposes and for internal audit. Selected information may be shared with the Department of External Affairs posts abroad to process the sponsored individuals.

Retention and Disposal Standards: The documents are held for two years from the date of arrival of the sponsored refugee.

Related to COR: EIC/IMM-130

TBS Registration Number: 001988

EIC/P-PU-320

Refugee Claim Tracking System

Manager
Canada Immigration Centre
Employment and Immigration Canada (consult telephone directory for address)

This bank contains some or all of the following information: name, date of birth, citizenship, country of last permanent residence, sex, details of enforcement action taken, passports/travel documents, marital status, dates for the various stages of the refugee determination process and the decisions of the Minister's Delegate and the Special Review Committee. This system records information on persons who during the course of the inquiry stage of the enforcement process have made claims that they are Convention Refugees. The system also records information on persons in Canada with Valid Visitor Status who have requested that they be considered as Convention Refugees. The short-term purpose of this bank is to establish the extent of the refugee claims backlog. The long-range purposes are to maintain a record of the processing stages to establish where backlogs are likely to occur in the future and to provide information on persons who make refugee claims and their progress through the refugee claim process. The information in this bank may be used by headquarters staff of EIC, the Refugee Status Advisory Committee, Canada Immigration Centres, the Special Review Committee, the Immigration Appeal Board, and the federal courts. It also may be used for internal audit purposes. Manual records are retained at Canada Immigration Centres for up to five years. Magnetic tape and microfilm records are maintained indefinitely at headquarters in Ottawa. Persons seeking access to this information must supply their name, date of birth, and the approximate date on which the refugee claim was made.

EIC/P-PU-375

Longitudinal Survey of Indo-chinese Refugees

Director
Policy Development Directorate

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Policy and Program Development Immigration
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

The data bank contains the responses to the questionnaire "Life in Canada' received in 1981, 1982 and 1983 and selected corresponding data (e.g. age, sex) from the immigration application form ("Immigrant Visa and Record of Landing' and "Immigrant Assessment Record'). Personal information relates to a survey sample of Indo-Chinese refugees, heads of household or single persons who arrived in Canada from August to December 1979. The bank is used to evaluate programs and to plan policies affecting the settlement of refugees in Canada. No administrative use is anticipated, but the information may be used for internal audit purposes. The survey files will be kept for several years in order to report the findings and to allow various secondary data analysis.

EIC/P-PU-380
Survey of Immigrants — Family Class

Director
Policy Development Directorate
Policy and Program Development Immigration
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

The information collected by telephone includes the following subjects: the place of permanent residence; the size and type of household; the relation with the sponsor; the main help received from the sponsor; the status of the sponsor's permanent residency in Canada; the number of persons who have been and who may be sponsored; school attendance and training; the type of course; the registration time and whether the course was arranged by a Canada Employment Centre; the outcome of the course; knowledge of French and English; activity status; self-employment; the relation with employer; the number of simultaneous jobs; type of work (full-time, part-time) and the main reason; occupation; industry; work status and usual occupation in last country of permanent residency; labour force activity status during last year; the level of earnings from employment and total income; geographical mobility and main reason; uses of Canada Employment Centres and settlement services proposed by immigrant. The data collected on the above subjects were merged with corresponding administrative data (date of landing in Canada, age, sex, country of last permanent residence, marital status, family situation; mother tongue, place of destination in Canada, intended occupation in Canada, education and knowledge of official languages) taken from the "Immigration Visa and Record of Landing' application form stored in the Landed Immigrant Data System of Employment and Immigration Canada. This personal information relates to family class immigrants, aged 18 to 64 years, landed in Canada during the period of April 1981 to March 1984 who had the intention of settling in the metropolitan areas of Montréal, Toronto, Winnipeg, Calgary and Vancouver. The survey is carried out with the purpose of establishing a better data source and therewith reporting certain aspects of the settlement and integration experience of family class immigrants in Canada. Part of the data could be included in the "Annual Report on Future Immigration Levels' presented to Parliament. This improved data bank will be used for planning and administration by identifying priority areas where a policy or a program could be beneficial. The information may be used for internal audit purposes. The data will be kept on the files of Employment and Immigration Canada for use during the years following fiscal year 1985-86.

Electronic Data Processing (EDP) Systems

The Immigration Group uses an integrated clerical, manual and EDP system to deliver its programs and services. The following sub-systems support the various immigration programs and services. These sub-systems may support several of the information banks aready described; the numbers of the corresponding banks are given in all instances. All sub-systems are linked to each other, either by a full computer connection (interface), or by information enabling a physical check of the systems. Therefore, actions in one sub-system can and do effect the smooth running of others. Approximately 25 separate immigration forms, with a total volume of 1,000,000 documents, are processed through these sub-systems each year.

- Immigration Data System Overseas (IDSO) (EDP-1); Immigration Data System Canada (IDSC) (EDP-2): IDSO and IDSC maintain a record of all applications for permanent resident status either at an overseas office or from within Canada. The systems produce information in support of the recruitment and selection function. The data is case-oriented and can only be accessed by providing the case serial number recorded on the landing record. Files, including microfilm records, date back to 1975. Records are kept indefinitely. There are approximately 1,000,000 records on file. (EIC/P-PU-225)

- Landed Immigrant Data System (EDP-3): the Landed Immigrant Data System retains a permanent record of the granting of permanent residence to individuals. Its main purpose is to create an official name index which is used by immigration officers in Canada and abroad to verify an individual's status in Canada as well as legal proof of residence for citizenship, Old Age Security, Family Allowance, welfare, etc. In addition, information from the system is the sole source for all Commission reports on permanent residents. (EIC/P-PU-230)

- Visitor Data System (EDP-4): the Visitor Data System retains a permanent record of all persons who have been granted permission to enter or remain in Canada for a temporary period either as a visitor, student, temporary worker or permit holder. Its main purpose is to create an official name index which is used by immigration officers in Canada to verify an individual's status in Canada. In addition, information from this system is the sole source for all Commission reports on visitors and Minister's permit holders. Data to produce the annual report to Parliament on Minister's permits is retained in this system. (EIC/P-PU-285; 290; 295; 300)

- Enforcement Information Index (EII) (EDP-5): (See EIC/P-PU-265 for details.)

- Enforcement Data System (EDS) (EDP-6): (See EIC/P-PU-270 for details.)

- Field Operational Support System (FOSS) (EDP-7): FOSS is designed to extract relevant information from other Immigration sub-systems in order to allow status checks by field offices via computer terminal or microfiche. It is the basic support of the enforcement function. The feeder systems are: Enforcement Information Index (EII); Enforcement Data System (EDS), the Landed Immigrant Data System, and Visitor Data System (VIDS). The integrity of FOSS is dependent upon the other sub-systems. FOSS output is available through an on-line terminal system in Canada. A set of EDS (EIC/P-PU-270) and EII (EIC/P- PU-265) cases produced on microfiche and in book form is distributed to Canada Immigration Centres across Canada and to posts (embassies and consulates) abroad.

Strategic Policy and Planning Group

All partial addresses given below for this group may be completed as follows:

Strategic Policy and Planning Group
Employment and Immigration Canada
Phase IV, Place du Portage
Hull, Quebec
K1A 0J9

EIC/P-PU-325
Exhaustee Survey

Chief
Technical Support Services
Unemployment Insurance Analysis Directorate

This bank includes results of surveys of individuals who have exhausted their entitlements to unemployment insurance benefits. Information in this bank contains profiles of respondents in terms of their labour force activities since exhausting benefits, methods used to secure employment, financial difficulties encountered, family characteristics, as well as claim data held in the Benefit and Overpayment Master File (EIC/P-PU-180). The bank presently contains data from the Exhaustee Surveys of August 1982, October 1982 and June 1984. This information relates to unemployment insurance claimants who have exhausted their entitlements to benefits. Information in this bank is used to analyze and alleviate the problems of persons exhausting their entitlements to unemployment insurance benefits. This information is used only by analysts for the purpose of conducting research evaluation and statistical studies into unemployment insurance policy matters, and exclusively for statistical purposes. In no instance is information used to make administrative decisions affecting individuals who have provided the information. Authority for the collection of this information is provided by the *Unemployment Insurance Act* and the *Employment and Immigration Reorganization Act*. Uses consistent with the purposes for which information in this bank has been collected include merging with the Benefits and Overpayments Master File (EIC/P-PU-180) and may include merging with the Longitudinal Labour Force File (EIC/P-PU-335), the Record of Employment File (EIC/P-PU-385) and T4F and T4S slips for the purpose of analysis. In no instance is merged information used to make administrative decisions affecting individuals in respect of whom information has been merged, nor are merged records retrievable by personal identifier. Data in this bank is retained indefinitely. Individuals seeking access to information they have provided to any of the exhaustee surveys should provide their names, the year and month in which they were surveyed, and their telephone numbers at the time of the survey. Alternatively, they could provide their social insurance number along with the year and month in which they were surveyed.

EIC/P-PU-326
Labour Market Surveys

Description: This bank is used as a repository for the results of labour market surveys of former unemployment insurance benefit claimants. Information in this bank includes labour market activities, family composition, educational and training activity and educational background, individual and family income from employment, financial and labour market difficulties encountered while unemployed, the circumstances of becoming unemployed, methods used to secure employment, moving from one location in Canada to another in search of employment, and labour market activities at the time of the survey. Individuals seeking access to information they have provided to any of the Labour Market Surveys should provide their names, the year in which they were surveyed and their address and telephone number in that year. Alternatively, they could provide their social insurance number, together with the year in which they were surveyed.

Class of Individuals: Former unemployment insurance benefit claimants who were surveyed in 1986 and who had received benefits prior to 1986.

Purpose: Information in this bank is obtained for the purpose of statistical analysis in support of policy research activity undertaken within the Canada Employment and Immigration Commission and the Department of Employment and Immigration. Data from the surveys are used to tabulate statistics at the aggregate level to be used in reports, research, and evaluation studies. In no instance is information used to make administrative decisions affecting individuals who have provided the information. Authority for the collection of this information is provided by the *Unemployment Insurance Act*, the *National Training Act*, and the *Employment and Immigration Reorganization Act*.

Retention and Disposal Standards: Records will be kept indefinitely.

Related to COR: EIC/SPP-705

TBS Registration Number: 002001

EIC/P-PU-330
Employment Services Evaluation

Director
Job Creation and Employment Services Division
Program Evaluation Branch
Strategic Policy and Planning

Description: This bank contains information used in the evaluation of the effectiveness of the National Employment Services (NES) program by EIC evaluation personnel and by consultants contracted for specific component studies of the evaluation. Information is drawn from the following sources: Employment Services administrative forms and banks, Increased Interview Activity data from the Benefit and Overpayment file (EIC/P-PU-180), surveys and studies conducted as part of the evaluation. This personal information relates to employers, new hires (employees) and job-seekers (including those who have and have not used employment services provided in the national network of Canada Employment Centres [CECs]; private-sector employment agencies; and EIC employment services personnel. Information related to employers may include the employer's name and address, phone number, contact person, industrial classification code, establishment size (by number of employees), record of CEC use, the firm's labour turnover rate, recruitment methods and costs, opinions on CEC employment services, names of recently hired employees. Information related to recently hired employees and CEC job-seeking clients may include the person's name, address, telephone number, social insurance number, occupation, sex, age, work and training history, job search history and methods used, family composition, education level, special group status, self-identification of employment barriers, record of CEC use, opinions on quality of CEC services. Information related to private sector employment agencies may include operating methods and services offered, fee practices, profile of clients, performance in terms of vacancy fill cancellation rate, quality of placements relative to wage gains and job duration. This information may be used as a basis for comparison with CEC operations. Information related to EIC employment services personnel may include education level, training and work history. This information may be used in the evaluation of specific services such as counselling. No other research or evaluation uses of the data are anticipated. The information may be used for internal audit purposes.

Class of Individuals: Employers, employees and job seekers who use and who do not use employment services, provided at Canada Employment Centres, in labour recruitment and job search activities; private sector employment agencies; Employment Services personnel.

Purpose: The information will be used in the evaluation of the program effectiveness of the National Employment Services.

Consistent Uses: The information may be used for internal audit purposes. For identification of disclosure and uses consistent with program evaluation purpose, see the bank description.
Retention and Disposal Standards: Information is retained for ten years or until the program is re-evaluated.
Related to COR: EIC/SPP-711
TBS Registration Number: 002002

EIC/P-PU-335
Longitudinal Labour Force File

Director
Data Development Division
Strategic Policy and Planning
Employment and Immigration Canada
Place du Portage
Phase IV-8th Floor
Hull, Quebec
K1A 0J9

Description: The bank contains the following information: social insurance number, sex, date of birth, name and initials of the person. It may contain information on income, periods of employment and of unemployment, elegibility for unemployment insurance, family situation, education and National Training Program courses taken. The information is drawn from the National Training Program banks, unemployment insurance administrative files (EIC/P-PU-180 and EIC/P-PU-385), SIN registrations and T4-S and T4-F slips issued for income tax purposes. This information is updated annually, a practice begun in 1971.
Class of Individuals: A sample of all persons who possess a social insurance number, namely those whose SIN ends in the number 5.
Purpose: The purpose of the bank is to maintain information on the work history of individuals in a form useful for research and analysis. It is also used for the evaluation of employment and insurance programs in EIC and to elaborate or modify policies related to these programs.
Consistent Uses: Consistent uses for the information include it being used by government and non-government organizations to conduct research into the labour force, the labour market and selected fields. It may also be used for internal audit purposes.
Retention and Disposal Standards: The information is kept indefinitely.
Related to COR: EIC/SPP-705
TBS Registration Number: 002009

EIC/P-PU-340
National Institutional Training Program Participant Follow-up

Director
Human Resource Development Programs Division
Program Evaluation Branch
Strategic Policy and Planning

This bank contains information from surveys for monitoring participants in training, including: previous work history and post-training pay, retention and use of skills after training and satisfaction with the program. The bank also contains administrative data on participants, such as name, sex, date of birth, marital status, education and course description. Information in this file relates to participants in institutional training courses purchased under the program and, for comparison, a small number of CEC clients and unemployment insurance claimants. The data are used in the evaluation of the effectiveness of the National Institutional Training Program. No other research or evaluation uses of the data are anticipated. The information may be used for internal audit purposes. Questionnaires are retained for one year after completion of the evaluation report. The evaluation database on computer tapes is retained for about three years after completion of the evaluation.

EIC/P-PU-345
National Industrial Training Program Participant Follow-up

Director
Human Resources Development Program Division
Program Evaluation Branch
Strategic Policy and Planning
CEIC

This bank contains information from one or more monitoring questionnaires filled out by certain participants. The data include information about the start and finish of training, training interruptions, work history before and after training and the use and retention of the skills acquired. It contains administrative data on participants, such as name, sex, date of birth, marital status, education and information about the contract with the employer who provides the training. Information in this bank relates to participants in the National Industrial Training Program whose training is subsidized through contributions to the employer. This personal information relates to on-the-job trainees whose training is funded by the National Industrial Training Program through subsidies to their employers. The data are used in the evaluation of the effectiveness of the National Industrial Training Program. No other research or evaluation uses of the data are anticipated. The information may be used for internal audit purposes. Questionnaires are retained for one year after completion of the evaluation report. The evaluation database on computer is retained for about three years after completion of the evaluation.

EIC/P-PU-350
Employment Programs for the Youth

Director
Job Creation and Employment Services Division
Program Evaluation Branch
Strategic Policy and Planning
CEIC

Description: This bank contains information from administrative forms and follow-up surveys of participants in youth employment programs (students and non-students), on registered and non-registered clients and on job orders in Canada Employment Centres for students. The data include socio-economic characteristics and services CEC-registered clients received from CEC counsellors, and employment outcomes. Persons seeking access to the information bank should supply their project number and their employee number.
Class of Individuals: Participants in youth employment programs. Data from the following surveys are included in this bank: survey of participants in summer programs and special youth initiatives.
Purpose: The data will be used for the evaluation of the various youth employment programs.
Consistent Uses: No other research or evaluation uses of the data are anticipated. This information may be used for internal audit purposes.
Retention and Disposal Standards: Information is normally kept for three years.
Related to COR: EIC/SPP-711
TBS Registration Number: 002005

EIC/P-PU-355
Direct Job Creation Programs

Director
Job Creation and Employment Services Division
Program Evaluation Branch

Strategic Policy and Planning
CEIC

Description: This bank contains information obtained from administrative forms and evaluation follow-up surveys of participants in direct job creation programs before the Canadian Jobs Strategy (excluding youth programs). These include socio-economic characteristics, information on the employment situation following project participation, and opinions on the degree of satisfaction with the programs or project constituents. For some programs, however, individual identification may be impossible since identifiers are erased. Persons seeking access to this information bank must supply both their project and their client number.
Class of Individuals: Participants in direct job creation programs excluding youth programs.
Purpose: The data are used in the evaluation of various job creation programs.
Consistent Uses: No other research or evaluation uses of the data are anticipated. The information may be used for internal audit purposes.
Retention and Disposal Standards: Information is normally kept for three years.
Related to COR: EIC/SPP-711
TBS Registration Number: 002004

EIC/P-PU-371
Insurance Program Evaluation

Director
Insurance Program
Program Evaluation Branch

This file contains information from various surveys done as part of the unemployment insurance program evaluation activities. The information covers situations that precede or follow the use of the program. Workers, the unemployed and unemployment insurance claimants must provide identification and their social insurance number to obtain access to these files. Employers and insurance companies must provide identification and their RC/T account number. This file contains information gathered from workers, unemployed people and unemployment insurance claimants. It also contains information gathered from various participants involved in the program such as employers, insurance companies, doctors, members of Boards of Referees and Commission employees. The use of this file helps to determine the effectiveness and efficiency of the unemployment insurance program, whether or not its objectives are being attained and its effects on clients. It also provides information about the behaviour, expectations and perceptions of users and participants involved in the program. Where necessary, this information is compared with information from groups that are not involved. No other research use is planned. The information may be used for internal audit purposes. The questionnaires are kept one year after publication of the evaluation report. The data on tapes are kept for three years after publication of the evaluation report.

EIC/P-PU-381
Job Finding Clubs for Refugees

This bank may contain names and other information pertaining to refugees taking part in Job Finding Clubs. In order to gain access to this bank the name, address, and age of the newcomer must be provided. Information in this bank relates to newcomers to Canada, particularly refugees, seeking what is likely their first job. The emphasis is on acquiring and using job-finding skills. The purpose of this bank is to provide a record of the results of Clubs for refugees. Some of the information may be duplicated at headquarters and used for monitoring purposes or for decisions regarding the effectiveness of the Program. The information may be used for internal audit purposes. The lifespan of the bank is continuous through the existence of the contract. Information may be held for up to two years.

EIC/P-PU-382
Records of Settlement Language Training Program

The bank may contain names and other information pertaining to individual members or representatives of contracting agencies. Information in this bank relates to voluntary non-government agencies which provide services to newly arrived refugees. The purpose of this bank is to provide a list of agencies participating in the 1986-87 pilot program on settlement language training. Some of the information may be duplicated at headquarters and used for monitoring purposes or for evaluation of the pilot project. The information may be used for internal audit purposes. The lifespan of the bank is continuous through the existence of the pilot SLTP (ending March 31, 1987). Information may be held for up to two years.

National Services

EIC/P-PU-385
Record of Employment (Third Copy)

Manager
Central Index
P.O. Box 7000
Bathurst, New Brunswick
E2A 4T1

or

Manager
Canada Employment Centre (consult telephone directory for address)

Description: This bank consists of copies of individual Record of Employment forms received by the Department of Employment and Immigration's head office from employers. Each record may contain employee's name, address, social insurance number and occupation; employers' name, address and RC/T number; data pertaining to the length of employment, date and reason for separation, expected date of recall, and insurable weeks and earnings of the employee. All requests for access must identify the period of employment covered by the record of employment.
Class of Individuals: Unemployment insurance claimants as well as those people who changed jobs but did not claim unemployment insurance benefits.
Purpose: This bank is used in the administration and enforcement of the *Unemployment Insurance Act*.
Consistent Uses: The information may be used by the Department of Employment and Immigration for statistical, planning and internal audit purposes and may be shared with other federal or provincial departments, subject to formal agreement, for research, planning, evaluation and administrative purposes. Information may also be shared with the Department of Justice for the purpose of administering the *Family Orders and Agreements Enforcement Assistance Act*. It may also be released to the issuing employer in exceptional circumstances. Releases of information are subject to the provisions of section 114 of the *Unemployment Insurance Act*.
Retention and Disposal Standards: Files are retained for four years.
TBS Registration Number: 001971

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

EIC/P-PU-390
Social Insurance Number Registration

Manager
Central Index
P.O. Box 7000
Bathurst, New Brunswick
E2A 4T1

Information in the individual records includes the applicant's first name, middle name, and surname, date of birth, surname at birth, other surnames formerly used, sex, whether the applicant is a twin, place of birth, father's full name, mother's maiden name; it also shows the social insurance number (SIN) issued or re-issued, marital status, status in Canada, telephone number, mailing address, and may include the name and address of the employer. The microfilm image also shows the date of application and witnesses when required. This bank relates to Canadian citizens, permanent residents, and individuals who are neither Canadian citizens nor permanent residents. This bank contains a microfilm image of each approved application for issuance of a social insurance number, for issuance of a replacement social insurance number card, or for amendment of social insurance register records. The purpose for which the information is obtained is to register persons pursuant to section 125 of the *Unemployment Insurance Act* and subsection 100(4) of the *Canada Pension Plan Act* to record persons in respect of whom an application has been made to the Commission, and to identify accurately all persons so registered. It is also for use in the administration of certain acts of Canada, such as the *Unemployment Insurance Act*, the *Canada Pension Plan Act*, and the *Old Age Security Act*. It is therefore accessible to the federal government officials whose responsibilities lie in those program areas. Exchange of information with Revenue Canada (Taxation) and other federal departments is also provided for under the *Canada Pension Plan Act*, the *Family Allowance Act*, and the *Unemployment Insurance Act*. Information may also be shared with the Department of Justice for the purpose of administering the *Family Orders and Agreements Enforcement Assistance Act*. Similarly, special social insurance numbers are issued for immigration and other purposes to persons who are neither Canadian citizens nor permanent residents pursuant to the Unemployment Insurance Regulations in conjunction with the *Immigration Act*. Therefore, information on the Social Insurance Number Register is exchangeable with EIC officials administering the immigration program. Section 126(4) of the *Unemployment Insurance Act* provides for the use of Social Insurance Register data for the accurate identification of individuals and for the effective use by such individuals of their social insurance cards and numbers. On this basis, the Central Index will, if an authorized enquirer presents data about a SIN holder sufficient to identify that holder on the Social Insurance Registers, divulge the holder's SIN to the enquirer. This is known as "give the SIN' and is extended to employers or former employers to meet the requirements of the *Unemployment Insurance Act* and the *Income Tax Act*. This service is also extended to other government departments, and to organizations in other levels of governments, where the Commission has approved such an exchange with the enquiring organization. Examples are: Department of National Defence (the social insurance number is used as a service number by armed services personnel), Department of Veterans Affairs, Prince Edward Island Medical Care Plan (administration of Health Insurance Plan), *Régie des rentes du Québec* (administration of the Québec Pension Plan), and *Régie de l'assurance-maladie du Québec* (administration of the Québec Health Insurance Plan). Moreover, an employer or former employer who has lost contact with an employee and who needs his/her SIN to meet legal requirements, can obtain it through the Central Index. The RCMP may request data from the bank when they are required for the purposes of investigations under the *Unemployment Insurance Act*, the *Canada Pension Plan Act*, *Family Allowance Act*, the *Income Tax Act*, and the *Old Age Security Act*. Data may also be released to the RCMP to assist the Force to identify deceased persons and to inform their next of kin, where the circumstances of death would otherwise make such identification and notification difficult. Finally, the RCMP may request the identity of the person whose social insurance number appears inscribed upon an item of property believed stolen, where it appears that the owner intended his/her SIN to be used this way. The RCMP may also request information from the Social Insurance Registers for the purposes of accurate identification of individuals. Other police forces may request similar information, but only through the RCMP. Data are retained for an indefinite period. All requests for access by individuals must include name, social insurance number, place and date of birth of the individual and mother's maiden name and be accompanied by the same documentary proof of identify required in submitting an original application for a social insurance number. Particulars of the documentary evidence required can be obtained by contacting any local office of the Canada Employment and Immigration Commission.

EIC/P-PU-395
Canadian Government Annuities

Manager of Annuities
P.O. Box 12000
Bathurst, New Brunswick
E2A 4T6

This bank contains the contract number, name, social insurance number, sex, date of birth, beneficiary, address, records of employment with group policy holders, bank account number as well as premiums, annuity purchased or being paid, contract terms and conditions and taxation information. The bank may be accessed by use of a contract number if it is known. This personal information applies to persons who bought Canadian government annuities as private individuals or through pension fund contributions. The purpose of the bank is to administer annuity contracts entered into by employers and individuals. The information is shared for administrative purposes with the Departments of Veterans Affairs Canada, National Health and Welfare, and Supply and Services. It also may be used for internal audit purposes. The information is also shared with the Department of National Revenue (Taxation) and provincial taxation services, these being uses authorized by law. Some of these agencies and others use the information for statistical purposes. Files are retained until all benefits from the annuities are paid.

Electronic Data Processing (EDP) Systems

National Services uses integrated clerical, manual and electronic data processing systems to deliver EIC's services. The following systems support the administration of the social insurance number program and the Canadian Government Annuities program, which are administered by the group, as well as the Record of Employment (third copy) program.

- Information Systems — Social Insurance Number Registration (EDP-1): these systems support the administration of the social insurance number (SIN) program by maintaining a database of all SINs issued in Canada which is used to validate SIN data, produce reports and micrographics. Information is held on magnetic tape. (EIC/P-PU-390)
- Information Systems — Annuities (EDP-2): these systems support the administration of the Canadian Government Annuities Program, and are used to produce payments; T4 slips for annuity contracts in payment; related financial, actuarial and administrative reports; and a database for contracts not yet in payment. Information is held on magnetic tape. (EIC/P-PU-395)

- Insurance Systems — Control (EDP-3): these systems support the insurance control activities, by using information from the Record of Employment, Report on Hirings, Wage Loss Insurance Program and other EIC control systems to identify fraud and abuse of insurance programs. (EIC/P-PU-385)

Executive Secretariat

EIC/P-PU-400
Information Disclosures to Investigative Bodies

This bank contains a copy of privacy request or T.B. form 350-56 (83/2) Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the *Privacy Act* to EIC under section 8(2)(*e*) of the same Act. These nationwide requests concerning individuals are made to enforce the law. This bank also contains the replies to such requests and gives particulars concerning information related to their processing. It is used to verify the conditions of disclosure to federal law enforcement bodies which are met under section 8(2)(*e*) of the *Privacy Act* and to account to the Privacy Commissioner for the report on the number of access requests received annually under the *Privacy Act*. This personal information relates to persons being investigated by federal investigative bodies pursuant to law. This bank is comprised solely of requests concerning persons for the purpose of law enforcement, and replies to such requests. In order to respond appropriately, information is obtained as necessary from nine major groups (four provide services to the public, five provide professional, technical and administrative services). The files are retained for two years after date of last correspondence (Privacy Regulations, paragraph 7, 1982-1983).

EIC/P-PU-405
Privacy Act Requests

Director
Public Rights Administration
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

or

Regional Privacy Advisor
(See under Access Procedures for addresses of Regional Privacy Advisors)

Description: This bank contains the Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included.
Class of Individuals: Individuals who apply under the *Privacy Act* for access to their personal file.
Purpose: The bank is used for processing access requests only and to report on the number of access requests received annually.
Consistent Uses: It may be used for internal audit purposes.
Retention and Disposal Standards: Files are kept for two years.
PAC# = 85-001
TBS Registration Number: 001783

EIC/P-PU-410
Access To Information Act Requests

Director
Public Rights Administration
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

This bank contains Access Request Forms sent by individuals pursuant to the *Access to Information Act*, the replies to such requests and information related to their processing. Information on exclusions or exemptions claimed or on complaints handled may also be included. The classes of individuals this information relates to include Canadian citizens, permanent residents within the meaning of the *Immigration Act*, or other persons as approved by the Governor in Council. The bank is used to record the processing of requests under the *Access to Information Act* and to report on the number and type of requests received and disposed of annually; the fees collected; and administration costs. Request forms are retained for two years.

EIC/P-PU-415
Human Rights Case Files

Director
Public Rights Administration
Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Quebec
K1A 0J9

This bank contains copies of documents, correspondence and other forms of communication relating to complaints made by individuals or groups under the *Canadian Human Rights Act* (CHRA) and filed with the Canadian Human Rights Commission (CHRC) against Employment and Immigration Canada (EIC). The personal information relates to persons or groups of persons who have filed complaints under the CHRA. The purpose for the information in this bank is to retain, under the identity of the complainant, all materials relevant to the complaint to provide a means to analyse and resolve the matter at hand. Summary case data are also used for management information purposes, as a consistent use. The files are retained for three to five years after last administrative action.

Personnel Group

EIC/P-PU-420
Application for Employment

Director
Headquarters Personnel Services
Employment and Immigration Canada
Place du Portage
Phase IV, 3rd Floor
Hull, Quebec
K1A 0J9

or

Regional Personnel Managers
(See under Access Procedures for addresses of Regional Offices)

Description: Information in the bank includes curricula vitae and related correspondence of persons interested in working for Employment and Immigration Canada and requests for transfers from employees of other departments within the federal government.
Class of Individuals: All applicants for employment with EIC are identified in the bank.
Purpose: The purpose of the bank is to maintain a record of applications for employment with EIC.
Consistent Uses: The information may be used for internal audit purposes, as a consistent use.

Retention and Disposal Standards: These records are retained for a period of two years.
TBS Registration Number: 001970

Finance and Administration Group

EIC/P-PU-160
Overpayment History Report

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following information: name, address, telephone number, SIN of individuals to whom financial penalties and/or overpayments have been made, and may also include amounts repaid and outstanding, present claim status, credit reports, tracing actions and comments of claimants and collecting officers. Information is duplicated in part on the Unemployment Insurance Claim File (EIC/P-PU-150), on the computerized Benefit and Overpayment Master File (EIC/P-PU-180), and on the computerized Overpayment History Master File (EIC/P-PU-165). This personal information relates to individuals who have received unemployment insurance benefits in excess of entitlement. This bank is used to record and monitor the collection of outstanding unemployment insurance overpayments. Information from this bank may be used by Employment and Immigration Canada for purposes of research, planning, evaluation, statistics and internal audit. Information is retained for three years after the overpayments are repaid, recouped or written off.

EIC/P-PU-165
Unemployment Insurance Overpayment History Master File

Manager
Canada Employment Centre (consult telephone directory for address)

This bank may include the following information: name, address, telephone number, SIN of individuals to whom financial penalties and/or overpayments have been made, and may also include amounts repaid and outstanding, present claim status, credit reports, tracing actions and comments of claimants and collection officers. This personal information relates to individuals who have received unemployment insurance benefits in excess of entitlement. This bank is a computerized record of overpayment information based on documents used to establish and record overpayment activity. The data are used by EIC in the administration of the *Unemployment Insurance Act* in investigation and control activities. Consistent uses include statistical, internal audit and planning purposes. Overpayment accounts are removed from the computer file one year after the accounts have been reduced to zero. The documents are retained for three years after the account becomes nil balance.

EIC/P-PU-425
Personal Service Contracts

At National Headquarters:
Director, Materiel Management
Employment and Immigration Canada
Place du Portage
Phase IV, 2nd Floor
Hull, Québec
K1A 0J9

or

Regional Chiefs of Materiel Management
(See under Access Procedures for addresses of Regional Offices)

Description: The bank may contain information on the qualifications and work experience of the contractor, letters of reference, details of the contract, and assessments of the contractor's performance.
Class of Individuals: Individuals who have signed personal service contracts with Employment and Immigration Canada.
Purpose: The purpose of this bank is to document individuals who have signed personal service contracts with Employment and Immigration Canada. The information may be used to determine terms of payment, contract extension or renewal and in other decisions pertaining to the contract.
Consistent Uses: Information may be used for internal audit purposes.
Retention and Disposal Standards: Files are destroyed six fiscal years after termination of contract.
PAC# = 78-001
TBS Registration Number: 001785

Classes of Personal Information

Unemployment Insurance/Job Creation Program

The principal objectives of the Unemployment Insurance/Job Creation Program are to use income maintenance expenditures more effectively to create assets of value to the community and to ensure continued utilization of the skills of workers during periods when they have been laid off. Letters written by the general public asking for any type of information on the program, and responses to these letters, are placed on EIC program files and are not retrievable by personal identifiers. They may, however, contain personal information. Any questions relating to benefits are referred to the Insurance Group and letters from claimants will be found in the banks relating to the unemployment insurance program (EIC/P-PU-005, EIC/P-PU-150, EIC/P-PU-160, EIC/P-PU-165).

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Department of Employment and Immigration and the Canada Employment and Immigration Commission share common personnel and administrative services.

Current employees should forward their requests for access to one of the following addresses, as appropriate.

Headquarters

Director, Headquarters Personnel Services
Employment and Immigration Canada
Place du Portage
Phase IV, 3rd Floor
Hull, Quebec
K1A 0J9

Regional Personnel Managers

Newfoundland
167 Kenmount Road
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4

Nova Scotia
Metropolitain Place
99 Wise Street
P.O. Box 1350
Dartmouth, Nova Scotia
B2X 4B9

Prince Edward Island
85 Fitzroy Street
P.O. Box 8000
Charlottetown, Prince Edward Island
C1A 8K1

New Brunswick
615 Prospect Street West
P.O. Box 2600
Fredericton, New Brunswick
E3B 5V6

Quebec
1441 St. Urbain Street, 2nd Floor
Montreal, Quebec
H2X 2M6

Ontario
4900 Yonge Street, Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba
Eaton Place, Suite 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan
Financial Building
600-2101 Scarth Street
Regina, Saskatchewan
S4P 2H9

Alberta/Northwest Territories
Batoni — Bowlan Building
9925 109th Street
Edmonton, Alberta
T5K 2J8

British Columbia/Yukon Territory
Royal Centre
1055 West Georgia Street
P.O. Box 11145
Vancouver, British Columbia
V6E 2P8

PARTICULAR BANKS

EIC/P-PE-802

Career Planning and Review Inventory

Chief, Employment Equity Human Resources Planning
Personnel Services
Employment and Immigration Canada
Place du Portage
Phase IV, 5th Floor
Hull, Quebec
K1A 0J9

Description: This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary, and a résumé, if available.
Class of Individuals: All employees in EIC.
Purpose: The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignment secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit.
Consistent Uses: The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits.
Retention and Disposal Standards: The retention period is five years for managers.
TBS Registration Number: 002006

EIC/P-PE-803

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct (including investigations of written complaints filed under the Internal Redress Mechanism — Complaints of Work-related Personal Harassment) and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: EIC employees.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; and the transfer, demotion and termination of employment only in cases where an employee is found guilty of misconduct.
Retention and Disposal Standards: For correspondence regarding investigations, testimony by witnesses and legal opinions — five years for cases where an employee was found guilty of misconduct and three years for cases where an employee was found not guilty. For notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements or, where no such agreement exists, three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001
TBS Registration Number: 001795

EIC/P-PE-804

Reserve Force Civilian Occupations

Description: The bank holds information in the form of completed questionnaires. It includes the following information: social insurance number; name; education; union/professional association membership; and language proficiency. It also includes non-personal information relating to a Reservist's civilian employer, such as: name; nature of employer's business; whether employer provides supplies or services for the Department of National Defence (DND) or NATO countries; and number of employees. Records are accessible by providing: social insurance number, rank, name, Reserve component and unit.
Class of Individuals: Members of the Reserve Force who are in civilian occupations which may be critical to the war effort.
Purpose: The purpose of this bank is to identify Reservists who are employed in civilian occupations or industries essential to a war effort

and who may not, therefore, be available for active military service upon declaration of a national emergency. This information will assist in developing a formal set of guidelines on employment in the Reserves during both peace and war for individuals in certain civilian occupational categories. This information is copied from the Department of National Defence.
Consistent Uses: Where a Reservist is designated for a key military position but is also employed in a key civilian position, a resolution between DND and the employer may be sought with EIC acting as arbiter.
Retention and Disposal Standards: The information is retained for two years after the date it was originally collected by DND or two years after any subsequent administrative action within EIC, whichever action is later.
Related to COR: EIC/SEC-050
TBS Registration Number: 001871

EIC/P-PE-805
Employment Equity Program

(See under Access Procedures for addresses of Regional Offices)
The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are part of an aboriginal people of Canada, if they have a continuing or permanent disability, or are members of a visible miniority group. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as to locate employee records. This bank relates to employees of EIC. This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and disabled persons), and, members of a visible minority group. This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information system) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. The disposal criteria for this bank are to be established.

STANDARD BANKS

The following banks are located at headquarters and in the regions, except EIC/P-SE-909, EIC/P-SE-913, and EIC/P-SE-914. Enquiries concerning these banks should be sent to the person indicated, on the correct floor at headquarters, except in the case of regional employees seeking information about EIC/P-SE-913 and EIC/P-SE-914, who should write to the correct regional address.

Personnel Group

EIC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001786

EIC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001787

EIC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001788

EIC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001789

EIC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001790

EIC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001791

EIC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001792

EIC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001794

EIC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001796

EIC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001799

EIC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001800

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Executive Secretariat

EIC/P-SE-909
Security Clearances
(Commission/Department Security Officer, 12th Floor)
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001793

Finance and Administration Group

EIC/P-SE-913
Travel and Relocation

(For headquarters employees, address enquiries to Chief, Expenditure Accounting, Finance and Administration, 2nd Floor.)
(For regional employees, address enquiries to Regional Financial Manager at appropriate regional office.)
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001797

EIC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001798

EIC/P-SE-917
Identification and Building-Pass Cards
(For headquarters employees, address enquiries to manager, Protection Services Finance and Administration, 2nd Floor.)
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001801

Deleted Personal Information Banks

The following personal information bank is deleted because its contents can be found in EIC/P-PU-430:

EIC/P-PU-147	Canadian Rural Transition Program

The following personal information bank is deleted because it contains no personal information on individuals:

EIC/P-PU-175	Supplemental Unemployment Benefits (SUB)

The following personal information banks have been transferred to the National Archives of Canada:

EIC/P-PU-360	Outreach Program Information System
EIC/P-PU-365	Employment Tax Credit Evaluation Data
EIC/P-PU-370	Job Experience Training — Program Evaluation Data
EIC/P-PE-801	Supernumerary Records

CANADA LABOUR RELATIONS BOARD

Chapter 9

CANADA LABOUR RELATIONS BOARD

Background

The original Canada Labour Relations Board (organized in 1948) was composed of members representing both management and labour appointed by the federal government to deal, on a part-time basis, with the orderly resolution of trade union representation disputes under the *Industrial Relations and Disputes Investigation Act*.

The Canada Labour Relations Board was established in its present form in 1972 by the amended *Canada Labour Code* (R.S.C. 1970, CL-1 as amended by S.C. 1972, c.18) and became effective March 1, 1973. The Board is a quasi-judicial body with statutory and regulatory powers pertaining to the administration of Part V of the *Canada Labour Code* dealing with industrial relations. The members of the Board are non-representational full-time appointees with experience and knowledge of industrial relations and labour law. As members of a non-partisan board they are prohibited from holding any other remunerated office or employment.

In general, Part V of the *Canada Labour Code* charges the Board with a two-fold responsibility; that of granting, modifying and terminating bargaining rights, and that of resolving, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers.

Under Part IV of the *Code*, the Board must, upon referral of a safety officer's decision, inquire into the circumstances giving rise to the decision and may confirm the decision or give any direction which the safety officer is entitled to give. The Board also rules on complaints by employees that they have been discriminated against or punished for exercising their rights in relation to safety.

Access Procedures

The following banks are located in operational services at the Board's headquarters in Ottawa. Enquiries concerning these banks should be made in writing to:

Privacy Co-ordinator
Canada Labour Relations Board
C.D. Howe Building
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CLR/P-PU-005
Violations of the Canada Labour Code
Description: This bank contains case files concerning complaints by individuals that a section, or sections, of the *Canada Labour Code*, Parts IV and V have been violated by their employer, their union, or another individual. Files may contain information on grievances, work records, or letters from unions or employers containing opinions or comments about individuals.
Class of Individuals: Individuals who work for companies under federal jurisdiction, as set out in the *Canada Labour Code*.
Purpose: Information about individuals is obtained solely for the purpose of bringing about a settlement to the dispute or, failing settlement, for the purpose of adjudication by the Board on the merits of the complaint.
Consistent Uses: Information contained in case files, along with testimony given at public hearings may be published in written judgements which set out the Board's reasons for rejecting or upholding a complaint. Personal information is used solely for the purpose of settling or deciding on the merits of each case and is published solely for the purpose of explaining the Board's reasons for its decision and its policy in like cases.
Retention and Disposal Standards: Case files are kept for five years if successful and three years if unsuccessful, and are then transferred to the National Archives of Canada for selective retention. Settled cases are kept for the minimum two years required and then destroyed.
PAC# = 84-015
Related to COR: CLR/OPS-010
TBS Registration Number: 000101

CLR/P-PU-010
Termination of Bargaining Rights
Description: This bank contains case files concerning applications for revocation of certifications which grant bargaining agents (unions) the right to represent employees in collective bargaining with employers in the federal jurisdiction.
Class of Individuals: Individuals who work for companies under federal jurisdiction, as set out in the *Canada Labour Code*.
Purpose: Personal information is obtained solely for the purpose of determining whether an individual is a member of the bargaining unit and therefore entitled to express support for or against his or her bargaining agent.
Consistent Uses: Applications for revocation may occasionally require a public hearing in order to determine complex issues which could affect the Board's decision and may result in the publication of a written judgement which will contain the facts surrounding the application and the Board's reasons for granting or rejecting it.
Retention and Disposal Standards: Files are kept for five years for successful applications and three years for unsuccessful applications, then transferred to the National Archives of Canada for selective retention. Cases which are withdrawn are destroyed after two years.
PAC# = 84-015
Related to COR: CLR/CLR-005
TBS Registration Number: 000102

Classes of Personal Information

Other case files and subject files held by operational services may contain personal information such as names of individuals, addresses, position titles, job descriptions, salaries, and membership in a trade union. The information is not retrievable by personal identifiers and is collected solely for the purpose of administering the *Canada Labour Code*. All files are organized by file number and are maintained by operational services at headquarters in Ottawa. Regional offices retain duplicate files for the purposes of investigation until the settlement of a case.

No case files have been destroyed since 1973. A schedule for the retention and disposal of these files has not yet been approved.

Some personal information such as job descriptions and salaries may be published in written judgements where it is pertinent to the background of a case in which the Canada Labour Relations Board decides its decision requires formal elaboration. Such information is usually the result of testimony given at public hearings.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to:

Privacy Co-ordinator
Canada Labour Relations Board
4th Floor West

CANADA LABOUR RELATIONS BOARD

240 Sparks Street
Ottawa, Ontario
K1A 0X8
(613) 996-9466

STANDARD BANKS

CLR/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000103

CLR/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000104

CLR/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000105

CLR/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000106

CLR/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000107

CLR/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000108

CLR/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000109

CLR/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000110

CLR/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000111

CLR/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000112

CLR/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000113

CLR/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001651

CLR/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000114

CLR/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000115

CANADA LANDS COMPANY LIMITED

Chapter 10

CANADA LANDS COMPANY LIMITED

Background

The Canada Lands Company Limited has, by virtue of its letters patent of incorporation, the power to acquire, purchase, lease, hold, improve, manage, exchange, sell, turn to account or otherwise deal in or dispose of real or personal property or an interest therein. However, it has been used only to hold certain leasehold interests in one property in London, England, and two properties on Indian reserves in Canada. The Corporation is also the sole or majority shareholder in four subsidiary corporations.

Organization

The Canada Lands Company Limited has no staff and no budget. Its three directors are employees of Public Works Canada.

Access Procedures

Individuals seeking access to Canada Lands Company Limited information should direct requests to:

The Access to Information and Privacy Co-ordinator
Canada Lands Company Limited
Sir Charles Tupper Building, Room 7D
Riverside Drive
Ottawa, Ontario
K1A OM2
(613) 998-4575

CANADA MORTGAGE AND HOUSING CORPORATION

Chapter 11

CANADA MORTGAGE AND HOUSING CORPORATION

Background

Canada Mortgage and Housing Corporation (CMHC) was incorporated as a Crown corporation in January, 1946, by an Act of Parliament. CMHC has authority to act for the Government of Canada in all matters prescribed under the Housing Acts, principally the *National Housing Act* (NHA).

CMHC reports to Parliament through a designated Minister. Its affairs are managed by a board of directors consisting of the chairman of the board, the President, a designated vice-president, five members from the public at large and two members from the public service, all appointed by the Governor-in-Council.

Overall Responsibilities

The functions of CMHC, as stated in the *National Housing Act*, are to promote the construction of new houses, the repair and modernization of existing housing, and the improvement of housing and living conditions. Some of these programs have been used to further government objectives such as economic growth, job creation and energy conservation.

CHMC activities are grouped into three components: Government Programs, Administered Funds, and Asset Administration.

Access Procedures

When access to a CMHC bank of personal information is required, record access request forms should be sent to:

Access to Information and Privacy Co-ordinator
Canada Mortgage and Housing Corporation
National Office
682 Montreal Road
Ottawa, Ontario
K1A 0P7
(613) 748-2843

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CMH/P-PU-005
Mortgage Servicing System
Description: This bank contains financial details of direct borrower loans currently under repayment to CMHC.
Class of Individuals: Borrowers repaying loans to CMHC.
Purpose: The purpose of this bank is to administer repayment of loans.
Retention and Disposal Standards: Direct loans files are retained for two years; multiples, rentals and condominium projects are retained for five years following full payment of mortgage.
Related to COR: CMH/IAA-115
TBS Registration Number: 001913

CMH/P-PU-010
Federal Housing Action Program System (FHAP)
Description: This bank maintains information on the current status of the Assisted Rental Program (ARP) accounts.
Class of Individuals: Borrowers eligible to receive assistance under the ARP.
Purpose: The purpose of this bank is to administer the ARP and to produce automated monthly cheques for eligible borrowers.
Consistent Uses: The information is used to provide analysis and statistical reports.
Retention and Disposal Standards: Direct loans files are retained for two years; multiples, rentals and condominium projects are retained for five years following full payment of mortgage.
Related to COR: CMH/CRS-240
TBS Registration Number: 001914

CMH/P-PU-015
National Housing Act (NHA) Mortgage Loan Administration Files
Description: The NHA loan files include information such as employment, salary, dependents, financial statements, management capabilities, and copies of correspondence relating to the repayment and ongoing administration of the mortgage loan.
Class of Individuals: Individual borrowers under the NHA.
Purpose: The purpose of this bank is to determine eligibility and administer loans.
Retention and Disposal Standards: Records are retained for two years after loan is terminated.
Related to COR: CMH/IAA-115
TBS Registration Number: 001915

CMH/P-PU-020
Investors Settlement System (ISS)
Description: The bank contains information, such as the administration fee code and investor name and code, to support remittances to investors for sold mortgages administered by CMHC.
Class of Individuals: Investors for sold mortgages administered by CMHC.
Purpose: The purpose of this bank is to provide a business system which supports remittances to investors for sold mortgages administered by CMHC.
Retention and Disposal Standards: Records are retained for five years after settlement.
Related to COR: CMH/CRS-240
TBS Registration Number: 001916

CMH/P-PU-025
National Housing Act (NHA) Mortgage Assistance
Description: The Canadian Home-ownership Stimulation Plan (CHSP) and the Canada Mortgage Renewal Plan (CMRP) files contain personal information provided by applicants on their financial and loan details, personal income, etc. These programs were terminated December 31, 1983.
Class of Individuals: Home-owner applicants for CHSP and CMRP.
Purpose: The purpose of this bank is to determine eligibility for grant assistance and to administer CHSP and CMRP programs.
Consistent Uses: Information contained in this bank is used for analytical, reporting and research purposes.
Retention and Disposal Standards: CMRP and CHSP files are kept for 10 years after programs are terminated.
Related to COR: CMH/IAA-140
TBS Registration Number: 001917

CMH/P-PU-030
Rural and Native Housing Program/Client Information
Description: The bank is used to maintain files on clients of CMHC's Rural and Native Housing Program. It contains personal and financial information, including client characteristics and repayment patterns.
Class of Individuals: Native and rural residents requiring housing assistance.
Purpose: The purpose of this bank is to monitor and administer the program and its delivery.
Consistent Uses: The information in this bank is used for statistical purposes and to monitor demographic changes.

Retention and Disposal Standards: Direct loan files are retained for two years; multiples, rentals and condominium projects are retained for five years following full payment of mortgage.
Related to COR: CMH/PSO-060
TBS Registration Number: 001918

CMH/P-PU-035
Housing Rehabilitation and Renovation
Description: The bank contains data on each applicant and property for NHA loans and grants for residential rehabilitation and renovation under the Residential Rehabilitation Assistance Program (RRAP), the Canada Home Renovation Plan (CHRP) and the Rural and Native Housing Emergency Repair Program (ERP).
Class of Individuals: Recipients of housing rehabilitation assistance.
Purpose: The purpose of this bank is to assess applicants' eligibility and financial capability, and to administer loans and grants.
Consistent Uses: The information in this bank is used for analytical and reporting purposes and to investigate cases of suspected fraud.
Retention and Disposal Standards: Homeownership — Documents received from local offices are retained on a microformat at the national office for two years following the life of the mortgage. In the local office, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance, and then transferred to the local National Archives of Canada facility for a period of seven years.
Related to COR: CMH/IAA-345
TBS Registration Number: 001919

CMH/P-PU-040
National Housing Act (NHA) Insured Loans Files
Description: This bank is comprised of all loans made since 1961 under sections 6, 34.15, 58 and 59 of the NHA. Records include details on applicants, income, age and family composition.
Class of Individuals: Applicants for NHA insured loans.
Purpose: The purpose of this bank is to document the underwriting process.
Consistent Uses: The bank is used for statistical purposes and for program evaluation.
Retention and Disposal Standards: Homeownership — In the local office, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance and then transferred to the local National Archives of Canada facility for a period of seven years. Multiples, rentals and condominium projects — Documents received from local offices are retained on a microformat at the national office for two years following the life of the mortgage. In the local office, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance and then transferred to the local National Archives of Canada facility for a period of 15 years.
Related to COR: CMH/IAA-115
TBS Registration Number: 001920

CMH/P-PU-045
Home Improvement Loans Files
Description: The bank contains personal and financial characteristics pertinent to the obtaining of loans and to collection action.
Class of Individuals: Applicants for home improvement loans.
Purpose: The purpose of this bank is to create and maintain individual files on home improvement loan borrowers who have obtained loans from any designated accredited lending agency under the NHA for purposes of improving their housing units.
Consistent Uses: The information in this bank is used for the issuance of the quarterly arrears report.
Retention and Disposal Standards: Records are retained for two years following maturity or other termination of the loan; if the loan is secured by a promissory note, the file is retained for eight years. The quarterly arrears report is destroyed two years after the date of the report.
Related to COR: CMH/IAA-130
TBS Registration Number: 001921

CMH/P-PU-050
Application — Housing
Description: This bank contains a record of information relating to Request for Proposals (RFPs) and to persons to whom CMHC sells or leases property, and who are waiting to occupy CMHC-owned property. The data include personal characteristics, financial obligations of the individual, and authority to obtain a credit rating.
Class of Individuals: Individuals applying to purchase or rent and individuals and companies submitting proposals for the purchase of real estate.
Purpose: The purpose of this bank is to verify the financial capability of individuals and to provide information on individuals/companies participating in the RFP process.
Retention and Disposal Standards: Records are retained for seven years after mortgage is discharged or rental terminated. RFP applications are microfilmed and retained indefinitely.
Related to COR: CMH/IAA-145;150
TBS Registration Number: 001922

CMH/P-PU-055
Scholarship Program and Awards Programs
Description: This bank was created for the administration and review of applications under Part V of the *National Housing Act* (NHA) for university scholarships or awards in housing-related areas. It contains the following: curricula vitae, research or work proposals, references, letters of evaluation, and the review committee members' comments on each proposal. Social insurance numbers are collected pursuant to the *Income Tax Act*.
Class of Individuals: Individuals interested in pursuing graduate or postgraduate education or in receiving recognition for achievement in housing.
Purpose: The purpose of this bank is to compile an inventory of applicants seeking a scholarship award for graduate or postgraduate study or a CMHC housing award.
Consistent Uses: The information in this bank is used to maintain statistics on program activities and applicants.
Retention and Disposal Standards: Records are retained for six years after cessation of the term of the projects.
Related to COR: CMH/PDR-190
TBS Registration Number: 001923

CMH/P-PU-060
List of Landlords
Description: This bank contains the names and addresses of landlords from whom CMHC leases property, descriptions of the property and the amount of the rental.
Class of Individuals: Entrepreneurs who rent property to CMHC.
Purpose: The purpose of this bank is to establish a list of persons from whom the Corporation leases property/accommodation.
Retention and Disposal Standards: Files are retained for seven years after termination of lease and then destroyed.
TBS Registration Number: 001924

CMH/P-PU-065
Lawyers and Notaries Appointed Agents of CMHC
Description: This bank contains information on lawyers and notaries appointed by the government as agents of CMHC.
Class of Individuals: Lawyers and notaries appointed to act as legal agents for CMHC.
Purpose: The purpose of this bank is for internal accounting and monitoring of activity.

Consistent Uses: The information contained in this bank is used for reports to the minister responsible for CMHC.

Retention and Disposal Standards: Records are retained for seven years after appointment is terminated.

Related to COR: CMH/GCC-015

TBS Registration Number: 001925

CMH/P-PU-070

Construction, Repairs, Maintenance Suppliers and Consultant Services Contracts

Description: The bank provides a complete record of all matters relating to the administration of each contract including the control of payments. Data contained in the bank includes requests for contracts of service from CMHC, tender or service forms, the contract and correspondence.

Class of Individuals: Service contractees.

Purpose: The purpose of this bank is to retain information on contractors, entrepreneurs, consultants and suppliers, as well as on the services they provide or products they supply or produce.

Retention and Disposal Standards: Records are destroyed seven years after the lease is terminated or the premises are vacated, whichever is later.

TBS Registration Number: 001926

CMH/P-PU-075

Claims and Action By or Against CMHC

Description: This bank is established to record mandates to external legal counsel, legal opinions, decisions, information and judgements concerning claims by or against the Corporation.

Class of Individuals: Legal counsel and individuals involved in legal actions.

Purpose: The purpose of this bank is to effect satisfactory settlement of claims against or by CMHC or to present CMHC's case before the courts.

Consistent Uses: The information contained in this bank is used to report to CMHC's Board of Directors, to auditors and to the minister responsible for CMHC.

Retention and Disposal Standards: Records are retained for 10 years following the closure of the files, then transferred to the National Archives of Canada.

Related to COR: CMH/GCC-015

TBS Registration Number: 001927

CMH/P-PU-080

Canada Mortgage and Housing Corporation Directed Research

Description: This bank maintains data on candidates suitable for consideration to conduct CMHC-directed research in housing. The bank contains the following types of information: curricula vitae, references, letters of evaluation, review and evaluation comments.

Class of Individuals: Professionals, consultant firms and individuals, research and technical firms.

Purpose: The purpose of this bank is to maintain an inventory of individuals capable of undertaking housing research and to monitor and administer funds for research projects.

Consistent Uses: The information contained in this bank is used to maintain statistics relating to research and development program activity.

Retention and Disposal Standards: Records are retained for two years after completion, then reviewed for disposal.

Related to COR: CMH/PDR-180

TBS Registration Number: 001928

CMH/P-PU-085

Housing Policy and Research Information Distribution

This bank is comprised of mailing lists containing the names and addresses of individuals and firms interested in obtaining acquisition lists and information on CMHC research publications. The information in the bank relates to persons, firms and agencies interested in long-term research and in CMHC research and development activities. The information was obtained to mail information on library acquisitions and research publications to interested parties. Individual names are deleted upon request. These files are retained for two years.

CMH/P-PU-090

Housing Technology Incentives Program

Description: This bank is used to review applications for the Housing Technology Incentives Program and to administer the funds to those approved. Each applicant file contains: name, address, details of the proposal, contract, requests for payments and comprehensive project reports.

Class of Individuals: Inventors and product developers, firms and individuals.

Purpose: The purpose of this bank is to determine recipients of Housing Technology Incentives grants and to administer the grants.

Consistent Uses: The information contained in the bank is used to compile statistics.

Retention and Disposal Standards: Records are destroyed five years after their submission to CMHC.

Related to COR: CMH/PDR-200

TBS Registration Number: 001929

CMH/P-PU-095

Board of Directors

Description: The bank contains correspondence relating to recommended nominees, the Order-in-Council appointing the member, a brief biography, statement of qualifications, statement of acceptances, oath of fidelity and secrecy and statement of conflict of interest.

Class of Individuals: Candidates for appointment and appointees to the CMHC Board of Directors.

Purpose: The purpose of the bank is to assist in the appointment of individuals as directors of CMHC and to record information regarding their services as directors, including declarations on conflict of interest.

Consistent Uses: The information in this bank is used for reporting required for Treasury Board Secretariat and the Privy Council Office.

Retention and Disposal Standards: Records are retained for two years after a director ceases to hold office.

Related to COR: CMH/CSS-020

TBS Registration Number: 001930

CMH/P-PU-100

Access to Information and Privacy Requests

Description: This bank contains the Access to Information and Privacy request files, the replies to such requests, and information related to their processing.

Class of Individuals: Individuals requesting access to records under the *Access to Information Act* and the *Privacy Act*.

Purpose: The purpose of this bank is to process access requests only.

Retention and Disposal Standards: Records are retained for three years following closure of the files.

Related to COR: CMH/GCC-040

TBS Registration Number: 001931

CMH/P-PU-105

Mortgage Rate Protection Program

Description: This bank contains information on individuals applying for assistance under the Mortgage Rate Protection Plan (MRPP).
Class of Individuals: Individuals holding a mortgage under the plan.
Purpose: The purpose of this file is to administer MRPP loans.
Retention and Disposal Standards: Records are retained for two years after the expiration of the contract.
Related to COR: CMH/IAA-115
TBS Registration Number: 001932

CMH/P-PU-110

Investigative Bodies

Description: This bank contains "Requests for Disclosure to Investigative Bodies" of CMHC case files (loans, grants, etc.) by federal/provincial investigative bodies covered by federal/provincial agreements under the *Privacy Act*.
Class of Individuals: Individuals named by investigative bodies.
Purpose: The purpose of this bank is to assist in investigations by investigative bodies named in federal/provincial agreements under the *Privacy Act*.
Retention and Disposal Standards: Records are retained for five years following the request.
TBS Registration Number: 001933

CMH/P-PU-115

External Research

Description: This bank was created for administering the review of applications for funding under Part V of the *National Housing Act* (NHA) and for the administration of funds to those approved for external research grants in areas related to housing policies and programs. It contains curricula vitae; research or work proposals; references; letters of evaluation and the review committee members' comments on each proposal.
Class of Individuals: Persons interested in undertaking independent research on housing and related topics.
Purpose: The purpose of this bank is to compile an inventory of applicants seeking financial support for independent research undertakings.
Consistent Uses: The information contained in this bank is used to maintain statistics on program activities and applicants.
Retention and Disposal Standards: Files are retained for six years after cessation of the project.
Related to COR: CMH/PDR-185
TBS Registration Number: 001934

CMH/P-PU-125

NHA Mortgage Backed Securities Program

This bank contains the files for the NHA Mortgage Backed Securities Program. Legislation was passed in 1984 and proclaimed in early 1985 to allow CMHC to guarantee timely payment of principal and interest relating to securities backed by mortgage loans it has insured. The files are maintained by the administrators of the program for a period of five years. This information relates to investors and lenders involved in the mortgage pool. The information was obtained to collect reference information on mortgages, mortgage backed securities, and monthly reports from CPTA (central payor and transfer agents). Files will be used to monitor the system. Consistent uses are the ongoing monitoring of the program, providing assistance as necessary, and approval of issuers application status. Records will be retained for a period of at least 10 years.

Classes of Personal Information

Program Evaluation

This class of personal information contains data collected specifically for CMHC program evaluation studies. The data are used to support program evaluation, policy analysis and program development. Included in this bank are data related to client surveys, dwelling surveys, industry surveys and data collected to measure the impact of programs. This bank is located at CMHC national office. Routine files are destroyed two years following completion of the evaluation. Files are retrievable by program evaluation study.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Access to Information and Privacy Co-ordinator
Canada Mortgage and Housing Corporation
682 Montreal Road
Ottawa, Ontario
K1A 0P7
(613) 748-2843

PARTICULAR BANKS

CMH/P-PE-801

Modified Time Reporting System

Description: This bank contains time and salary reports for each activity by sub-function and costable unit or project.
Class of Individuals: CMHC employees.
Purpose: The purpose of this bank is to retain activity-related information which is subsequently merged with pay-related information.
Consistent Uses: The information contained in this bank is used to allow recoveries from the Minister and to collect appropriate fees for service.
Retention and Disposal Standards: Records are retained for seven years.
Related to COR: CMH/CRS-240
TBS Registration Number: 001936

CMH/P-PE-802

Employee Medical Files

Description: This bank maintains the medical record of each current and past employee.
Class of Individuals: CMHC employees.
Purpose: The purpose of this bank is to maintain a medical history.
Retention and Disposal Standards: Records are retained permanently.
TBS Registration Number: 001937

CMH/P-PE-804

Internal Appeals and Employee Complaints Files

Description: This bank records and provides information on internal appeals and employee complaints to outside agencies such as the Canadian Human Rights Commission and the Commissioner of Official Languages.
Class of Individuals: Employees who have used internal or external appeal systems.
Purpose: The purpose of this bank is to provide information gathered in the course of an appeal hearing and to maintain a precedent file.
Retention and Disposal Standards: Records are retained for three years from the date of the decision.
TBS Registration Number: 001938

CMH/P-PE-806
Investigation Files
Description: This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action.
Class of Individuals: Employees and the general public.
Purpose: The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee.
Consistent Uses: In the case of a criminal investigation, records are made available to the RCMP.
Retention and Disposal Standards: Records are retained for three years after the case is closed.
TBS Registration Number: 001939

CMH/P-PE-808
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000097

CMH/P-PE-809 *Formerly identified as:* CMH/P-SE-918
Employment Equity Program
Description: This bank contains information on employees. Respondents are asked to identify, by means of a questionnaire, whether they are male of female, of native origin, if they have a continuing or permanent physical disability, or form part of a visible minority.
Class of Individuals: Employees of the Corporation.
Purpose: This bank provides documentation for the implementation of the *Employment Equity Act*. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, indigenous peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.
Consistent Uses: The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systematic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity.
Retention and Disposal Standards: Records are destroyed after five years.
PAC# = 85-001
TBS Registration Number: 002198

CMH/P-PE-810 *Formerly identified as:* CMH/P-SE-917
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards.
Class of Individuals: Employees of the Corporation.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building- pass cards.
PAC# = 85-001
TBS Registration Number: 002199

STANDARD BANKS

The following banks are located at headquarters and in the regions.

CMH/P-SE-901
Employee Personnel Records
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000090

CMH/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000091

CMH/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000092

CMH/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000093

CMH/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000094

CMH/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000095

CMH/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000096

CMH/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000098

Deleted Personal Information Banks

The following personal information bank will be transferred to the National Research Council before October 1988:

CMH/P-PU-120 Building Materials Evaluation Reports

The following personal information bank has been incorporated into CMH/P- SE-901:

CMH/P-PE-803 Casual Employees

The following personal information bank has been incorporated into CMH/P- SE-904:

CMH/P-PE-807 Garnishee

The following Classes of Personal Information have been destroyed because they have not met their one-year retention period:

The National Housing Study
The CHOSP Survey
The CHRP Survey

CANADA-NEWFOUNDLAND OFFSHORE PETROLEUM BOARD

Chapter 12

CANADA-NEWFOUNDLAND OFFSHORE PETROLEUM BOARD

Historical Background

The Canada-Newfoundland Offshore Petroleum Board was established jointly by the *Canada-Newfoundland Atlantic Accord Implementation Act*, chapter 3 of the Statutes of Canada 1987, and by the *Canada-Newfoundland Atlantic Accord Implementation (Newfoundland) Act*, chapter 25 of the Statutes of Newfoundland, 1986.

Access Procedures

Please address any requests and enquiries under the *Privacy Act* to:

Access to Information and
Privacy Co-ordinator
Canada-Newfoundland Offshore
Petroleum Board
5th Floor, TD Place
140 Water Street
St. John's, Newfoundland
A1C 6H6
(709) 778-1464

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CNP/P-PU-005
Applications for Employment (New)
Description: This bank serves as a reference for any applications received from individuals seeking employment with the Canada-Newfoundland Offshore Petroleum Board. These requests usually include a letter to which a curriculum vitae is attached.
Class of Individuals: General public.
Purpose: To maintain applications for prospective position openings.
Consistent Uses: The information is also used to evaluate employees for positions.
Retention and Disposal Standards: The applications are retained for one year, and are then destroyed.
TBS Registration Number: 002311

CNP/P-PU-010
Personal Services Contracts (New)
Description: This bank contains information relating to individuals hired under personal service contracts by the Canada-Newfoundland Offshore Petroleum Board. The bank contains contracts placed, services rendered, length of contracts, money expended, and the contracts and supporting documents.
Class of Individuals: General public.
Purpose: To maintain a record of contracts placed, services rendered, length of contracts, money expended, and the contracts and supporting documents.
Consistent Uses: The information is also used to control contracts issued.
Retention and Disposal Standards: Records are transferred to a dormant file after two years, and destroyed after 10 years.
TBS Registration Number: 002310

CNP/P-PU-015
Access Requests (New)
Description: This bank contains information relating to formal access requests made pursuant to the *Access to Information Act* and *Privacy Act*.
Class of Individuals: Members of the public or employees of the Board who request access to personal information contained in the Board's records.
Purpose: To maintain a record of requests under the *Privacy Act* and the *Access to Information Act*.
Consistent Uses: The information is also used to respond to formal requests made under the *Privacy Act* and the *Access to Information Act*.
TBS Registration Number: 002312

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the address given under Access Procedures.

CNP-P-PE-801
Employee Personnel Records (New)
Description: This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada-Newfoundland Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curricula vitae, development and training courses, medical insurance, dental claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's employment. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section.
Class of Individuals: Employees of the Board.
Purpose: To provide a summary record of the individual's employment with the Canada-Newfoundland Offshore Petroleum Board.
Retention and Disposal Standards: Following termination, records of former employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action.
TBS Registration Number: 002309

CANADA PORTS CORPORATION

Chapter 13

CANADA PORTS CORPORATION

Background

Canada Ports Corporation was established in 1983 pursuant to the *Canada Ports Corporation Act*. This Act amended the *National Harbours Board Act* of 1936, the *Government Harbours and Piers Act* and the 1964 *Harbour Commission Act*. Reporting to Parliament through the Minister of Transport, Canada Ports Corporation is a schedule C Part II Crown Corporation under the *Financial Administration Act*.

Since 1983, pursuant to the *Canada Ports Corporation Act*, the ports of St. John's, Halifax; Saint John, Quebec; Montreal; Vancouver; and Prince Rupert have met the criteria of national and regional significance and financial viability and have been established as local port corporations. These too are schedule C Part II Crown Corporations.

Divisional ports, which are directly administered by the Canada Ports Corporation, are located in Belledune, New Brunswick; Chicoutimi, Baie des Ha! Ha!, Sept-Îles and Trois-Rivières, Quebec; Prescott and Port Colborne, Ontario; and Churchill, Manitoba.

Overall Responsibilities

Canada Ports Corporation is responsible for administering its ports under a common objective and ensuring that they meet the federal government's responsibility for national ports and the optimum deployment of resources. Canada Ports Corporation shares, with other marine components, the broad objective of attending to the development and operation of a safe and efficient national marine transportation system.

Canada Ports Corporation is also responsible for ensuring that ongoing maintenance, upgrading and major expansions to port facilities and infrastructure will provide enhanced services to port users, on a competitive and cost-effective basis, both for domestic and international customers.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Privacy Co-ordinator
Canada Ports Corporation
99 Metcalfe Street
Ottawa, Ontario
K1A 0N6
Telex: 053-4127

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CPO/P-PU-005
Applications for Employment
Description: This bank contains applications received from the general public for possible employment with the Canada Ports Corporation.
Class of Individuals: General public.
Purpose: Information may be used to fill vacancies in the Canada Ports Corporation for which applicants have suitable qualifications.
Consistent Uses: The bank provides a record of the information used in staffing a position.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# = 71-028
TBS Registration Number: 000254

CPO/P-PU-010
Claims
Description: This bank contains information relating to settlements by and against the Crown.
Class of Individuals: General public, companies and institutions of Canadian or foreign extraction.
Purpose: This bank documents the settlement of claims by or against the Crown.
Consistent Uses: This bank documents the legal settlements of all claims by or against the Crown.
Retention and Disposal Standards: Records are retained for two years after the settlement and then destroyed.
PAC# = 71-028
TBS Registration Number: 000255

CPO/P-PU-015
Property Acquisitions
Description: This bank contains information about individuals whose properties are under review by the Canada Ports Corporation for acquisition.
Class of Individuals: General public.
Purpose: This bank is used to document transactions involving acquisition of property.
Consistent Uses: The information in this bank is used to document the decision process in acquiring properties.
Retention and Disposal Standards: Records are retained for five years, and then transferred to the National Archives of Canada for selective retention.
PAC# = 71-028
TBS Registration Number: 000256

CPO/P-PU-020
Access Request Data
Description: This bank contains requests from individuals seeking information under the *Privacy Act*.
Class of Individuals: General public.
Purpose: This bank processes access requests and reports the total number of requests processed.
Consistent Uses: This bank is used to report on the administration of the *Privacy Act*.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# = 71-028
TBS Registration Number: 000257

CPO/P-PU-025
Personal Service Contracts
Description: This bank contains the terms and conditions of individuals employed on contract to the Corporation.
Class of Individuals: General public.
Purpose: The purpose of this bank is to provide documentation and authorization for personal service contracts.
Consistent Uses: This bank is used to record payment to individuals for income tax purposes as well as budgetary spending.
Retention and Disposal Standards: Records are retained for six years after expiry of the contract and then destroyed.
PAC# = 71-028
TBS Registration Number: 000258

CPO/P-PU-030
Criminal Investigations and Incidents
Description: This bank contains information on individuals obtained during criminal investigations and incidents.

Class of Individuals: General public.

Purpose: The bank is used to investigate criminal offences or incidents.

Consistent Uses: The bank is used to enforce the provisions of the Criminal Code and other laws of Canada and the provinces.
PAC# = 71-028

TBS Registration Number: 000259

CPO/P-PU-035

Criminal Operational Intelligence

Description: This bank contains information on individuals obtained during criminal intelligence operations.

Class of Individuals: General public.

Purpose: The purpose of the bank is to determine extent of criminal activities and identify those involved.

Consistent Uses: The bank is used to enforce the provisions of the Criminal Code and other laws of Canada and the provinces.

TBS Registration Number: 000260

Classes of Personal Information

In the course of conducting the programs and activities of the Corporation, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Corporation and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

STANDARD BANKS

CPO/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000261

CPO/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000262

CPO/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000263

CPO/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000264

CPO/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000265

CPO/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000266

CPO/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000267

CPO/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000268

CANADA POST CORPORATION

Chapter 14

CANADA POST CORPORATION

Background

Canada Post Corporation, a Crown corporation, was established by the *Canada Post Corporation Act* on October 16, 1981. It collects, processes and delivers mail across Canada, and between Canada and more than 165 other countries around the world. The corporation moves 30 million pieces of mail every business day to millions of addresses involving over 13 000 retail postal outlets.

Canada Post, with approximately 62 000 employees, has the third largest workforce in Canada outside of government, and with $3 billion in annual revenue, is a large and important part of the transportation and communications sector of the Canadian economy.

In the course of doing business, Canada Post maintains and uses records on employees, contractors, customers and others. The Corporation places a high value on the protection and propriety of such personal information; employee access to their records and customer confidentiality are longstanding traditions.

Access Procedures

Individuals may seek formal access to their records under the *Privacy Act* by completing and sending a personal information request form to the:

Corporate Privacy Co-ordinator
Corporate Affairs and Audit
Canada Post Corporation
Sir Alexander Campbell Building
Station 235
Confederation Heights
Ottawa, Ontario
K1A 0B1
(613) 998-9742

Please note:

- There is one main file per Canada Post employee, the Employee Personal File (CPC/P-PE-802). It is a cumulative record of an individual's employment with Canada Post, including summaries and notations concerning more detailed records described in other information banks. While certain of these categories of records may be stored in part or in whole in the Employee Personal File, separate bank descriptions allow for distinct records systems, where necessary, as well as selective access by employees.
- Records contained within information banks are limited to relevant data subjects. For example, if an individual has never bid on nor been awarded a contract with Canada Post, no record of that individual would exist in the applicable contract bank.
- To facilitate access and record retrieval, specific details should be provided, such as those outlined in individual bank descriptions.
- If Canada Post exempts any information, the individual refused access is provided with the precise reasons for the exemption and the applicable appeal procedures.
- Records are routinely destroyed when their useful life expires; thus, access requests for older records may prove unsuccessful.

Individuals are encouraged to seek informal access to their records — employees via their supervisors, and customers, contractors and others via the Canada Post officials with whom they have been dealing.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Field Operations and Sales

CPC/P-PU-010
Philatelic Customers
Description: This bank contains information on customer enquiries and mailing lists, coded to include special areas of interest, as well as invoices, funds on deposit, credit card numbers, order history and other sales records. A list of former customers who have issued bad cheques is also retained. Individuals seeking access to this bank should provide as many details as possible, such as name, address, subject matter, dates and account numbers.
Class of Individuals: Canada Post's national and international customers of philatelic products, on sponsors of stamp clubs and on those who have expressed an interest.
Purpose: The purpose of this bank is to support the sale and distribution of philatelic products and related promotional material.
Consistent Uses: The records are used to support philatelic sales and subscription services; to assist in the presentation of philatelic exhibits; to generate particular lists of customers/subscribers (for example, by area of interest); to control inventory; and for market research purposes, such as the identification of promotional needs and opportunities.
Retention and Disposal Standards: Financial records are retained for six years after last administrative use, which is usually payment for and mailing of philatelic products. Mailing lists are updated continuously, verified annually and retained until superseded or obsolete (for example, when customers submit change-of-address cards or requests to be deleted from the list; or move, leaving no fowarding address; or die). General correspondence is retained for two years.
TBS Registration Number: 001327

CPC/P-PU-015
Stamp Vendors
Description: This bank contains the sales histories of stamp vendors, such as records of stamp purchases, amount of the discount and amount paid. Individuals seeking access to this bank should specify registered name and address as well as stamp sales details.
Class of Individuals: Individuals and small businesses who have applied for or been granted a permit to purchase stamps at a discount for resale to the public.
Purpose: The purpose of this bank is to support the sale of stamps via a network of stamp vendors.
Consistent Uses: Vendors use permits to purchase stamps at a discount.
Retention and Disposal Standards: Records are retained for two years after last administrative use and then transferred to National Archives of Canada. Information judged by the National Archivist to be of archival/historical value is retained permanently. The remainder is destroyed.
TBS Registration Number: 001328

CPC/P-PU-030
Customer Service
Description: This bank contains such records as enquiries, complaints or claims, declarations (in the case of claims) and information relating to their processing. Certain information exists in automated form in the Customer Claims Information System (CCIS). Data elements include the names and addresses of the sender and addressee, the nature of the shortcoming (delay, loss, damage), the type and value of the item, any special services purchased (registration), dates of mailing and claim, insured amount, result of

investigation and amount paid. Individuals seeking access to this bank should specify the date and subject matter of their previous enquiry, as well as the names and addresses of the sender and addressee on the article.

Class of Individuals: Customers who have submitted written enquiries or complaints to Customer Service regarding delayed, lost or damaged mail, postal rates, mail classification and regulations; or who have applied for indemnification. Generally, no records are kept of telephone enquiries. (Note that payment records also are stored in Accounts Payable, CPC/P-PU-060; that enquiries and complaints also are processed through the Corporate Correspondence system, CPC/P-PU-100; and that Risk Management Claims, CPC/P-PU-050, also includes claims records.)

Purpose: The purpose of this bank is to support the preparation of responses to customer enquiries, as well as the resolution of complaints and claims regarding delayed, lost or damaged mail.

Consistent Uses: The records are used to analyze and resolve complaints and claims regarding delayed, lost or damaged mail; to respond to enquiries about mail services, regulations and rates; and for audit and market research purposes. Certain information may be disclosed to Transport Canada, Revenue Canada (Customs and Excise), foreign postal authorities, law enforcement agencies and others, where necessary, to solve the claim or enquiry.

Retention and Disposal Standards: The records are retained for two years after last administrative use (which is normally the issue of a response to an enquirer or indemnification), and then destroyed. Disposal of payment records stored in Accounts Payable is governed by the retention schedule for that bank.

TBS Registration Number: 001331

Corporate Development

CPC/P-PU-005

Post Office Boxes

Description: This bank contains post office box applications, which include service particulars (such as rental periods and the redirection of mail), the names of agents or others authorized to receive mail and whether the post office box service is for private or commercial use. Other records include general enquiries, installation details, receipts and other payment records, audits and accounts of terminating services. Individuals seeking access to this bank should provide post office box location and number and rental dates.

Class of Individuals: Canada Post customers who have applied for or expressed interest in post office box services.

Purpose: The purpose of this bank is to support the rental of post office boxes.

Consistent Uses: The records are used to facilitate the collection and refund of rent for post office boxes (receipts are forwarded to corporate head office to reconcile accounts); to provide the services requested; and for periodic audits and for market research. Certain information may be disclosed to law enforcement and other federal or provincial agencies, pursuant to lawful investigations.

Retention and Disposal Standards: Post office box applications and copies of statements of collection and refund of rent provided to customers are retained for two years after the termination of service and then destroyed. Waiting lists are updated continuously, as boxes become available.

TBS Registration Number: 001326

CPC/P-PU-020

Retail Postal Outlet Contracts

Description: This bank contains hardcopy and computerized records, including the terms and conditions of contracts with retail postal outlet operators and, from time to time, credit history reports. Individuals seeking access to this bank should provide full name, the retail postal outlet concerned and dates.

Class of Individuals: It contains records on individuals and businesses contracted to provide a range of basic postal services to the public. (Note that payment records also are stored in Accounts Payable, CPC/P-PU-060).

Purpose: The purpose of this bank is to administer a network of retail postal outlets.

Consistent Uses: The records in it are used to administer the network of retail postal outlets, including the authorization of payment of commissions on sales; and for periodic audits and market research.

Retention and Disposal Standards: Contracts awarded and supporting documentation are retained for six fiscal years after completion and non-renewal and then destroyed. Tenders not awarded are retained for two fiscal years.

TBS Registration Number: 001329

CPC/P-PU-035

Transportation Contracts

Description: This bank contains records relating to specific transportation contracts, such as distance, stops, equipment used, costs and duration. Information on file may also include financial/insurance status, personal suitability, bonding information, and renewal and termination information, such as information regarding contractor performance. (Note that payment records also are stored in Accounts Payable, CPC/P-PU-060.) Individuals seeking access to this bank should specify the name, dates and location of the service provided.

Class of Individuals: Individuals owning or employed by businesses which have bid on or been awarded contracts for the carriage of mail or for the transportation of letter carriers.

Purpose: The purpose of this bank is to support the award and administration of transportation contracts.

Consistent Uses: The records are used to create source lists and otherwise perform the tender process; to administer contracts, including the monitoring of performance and the granting of adjustments; to facilitate budgeting and cost control; and to produce internal reports and responses to external enquiries. Note that the name of the successful tenderer may be disclosed to unsuccessful tenderers and others, upon award of the contact.

Retention and Disposal Standards: Tenders not awarded are destroyed five years after last administrative use. Other records are retained for twelve years after commencement of the last contract pertaining to a particular route or service and then destroyed, except for registers of contracts, which are transferred to National Archives of Canada for selective retention.

TBS Registration Number: 001332

CPC/P-PU-040

Purchasing and Real Estate Contracts

Description: This bank contains solicited and unsolicited information covering the selection process and the resulting award and administration of the below-noted contracts. It contains mainly business information, such as price quotes, but may include personal information such as curriculum vitae, as well as company résumés, records of experience, terms of reference, details, performance and payment records. Individuals seeking access to this bank should provide their full name, the name of their company (if applicable) and the Canada Post project and location. If the contract in question has been let via Supply and Services Canada or Public Works Canada, provide those details.

Class of Individuals: Companies and a limited number of individuals offering or providing professional services in management consulting, market research, health services, security, translation, labour arbitration, counselling and temporary help, as well as in architecture, engineering, construction, property appraisal, property development and property management, including cleaning and maintenance; and equipment, supplies and other goods. (Note that payment records are also stored in Accounts Payable, CPC/P-PU-060; that records on contractors providing mail or letter carrier transportation services are stored in Transportation Contracts, CPC/P-PU-035; and that records

on retail postal outlet operators are stored in Retail Postal Outlet Contracts, CPC/P-PU-020.
Purpose: The purpose of this bank is to support the award and administration of Canada Post's procurement, real property management and certain other service contracts.
Consistent Uses: The records are used to prepare source lists and select from among potential contractors and to monitor performance or equipment supplied against requirements, so as to verify entitlements; and for evaluation and audit purposes. For example, the information may be collated and analysed to determine average costs by geographic areas and specialities. The information is shared with and often held by Canada Post's major procurement and real property management agents, Supply and Services Canada and Public Works Canada.
Retention and Disposal Standards: Tenders not awarded are retained for two fiscal years. Contracts awarded and supporting documentation are retained for six fiscal years after completion and non-renewal and then transferred to National Archives of Canada.
TBS Registration Number: 001333

Finance and Planning

CPC/P-PU-025
Designer References
Description: This bank contains such information as subject suggestions and enquiries, general correspondence, résumés, samples of work (usually reproduced on 35mm slides) and, if applicable, letters of commission. Individuals seeking access to this bank should provide name and date of previous submission. (Note that stamp subject suggestions may also be stored in Corporate Correspondence, CPC/P-PU-100, and payment records concerning commissioned designs are also stored in Accounts Payable, CPC/P-PU-060.)
Class of Individuals: Canadian designers, artists, illustrators, photographers and others who have indicated their interest in being considered for a postage stamp design commission and whose work has been judged suitable by the Stamp Advisory Committee.
Purpose: The purpose of this bank is to provide a visual reference file of the work of Canadian designers and professional artists who could be considered for a postage stamp design commission.
Consistent Uses: The records are used to consider possible designers to be commissioned to submit design proposals for new stamp issues.
Retention and Disposal Standards: Samples of work are returned to designers upon request. Records regarding rejected solicitations are retained for two years. Other records are retained for ten years and then destroyed, except for those relating to commissioned stamp designers, which are transferred to National Archives of Canada. If the records are judged by the National Archivist to be of historical/ archival value, they are retained permanently.
TBS Registration Number: 001330

CPC/P-PU-050
Risk Management Claims
Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicle and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form, in the Risk Management Information System. Data elements include the names of the employee and claimant, the type of loss and settlement cost. Individuals seeking access to this bank should specify details such as incident location and date.
Class of Individuals: Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers, as well as on third parties making claims or from whom the Corporation is seeking damages. Note that payment records are also stored in Accounts Payable, CPC/P-PU-060; that vehicle driver records (including records of accidents not involving third party claims) are stored in Automotive Services (CPC/P-PE-825); that workers' compensation board claims are stored in Occupational Health, Safety and Environment (CPC/P-PE-808); and that claims involving delayed, lost or damaged mail are stored in Customer Service (CPC/P-PU-030).
Purpose: The purpose of this bank is to support the resolution of Corporation and third party claims.
Consistent Uses: Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim.
Retention and Disposal Standards: Records are retained for six years after the year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six years after the minor's age of majority (varies from province to province).
TBS Registration Number: 001335

CPC/P-PU-055
Post Office Savings Bank
Description: This bank contains Post Office Savings Bank account information. Individuals seeking to determine whether there are funds on deposit in their name should provide full name and account number. If acting on behalf of a depositor, provide legal proof of same. (Note that payment records are also stored in Accounts Payable, CPC/P-PU-060).
Class of Individuals: Individuals having funds on deposit with Canada Post, either currently or within the past 15 years.
Purpose: The purpose of this bank is to support the administration of the remaining balance of funds on hand ($2.7 million) in Canada Post's discontinued public savings bank.
Consistent Uses: The Post Office Savings Bank is being closed out. The records in it facilitate withdrawals, on request. Amounts on deposit of less than $25.00 are credited to the federal government's Consolidated Revenue Fund, if no transaction has taken place for a period of 30 years. Disclosures are made to authorized third parties, such as executors and administrators of estates.
Retention and Disposal Standards: Records are retained for 15 years after the closing out of the account, whether by depositor withdrawal or transfer to the Consolidated Revenue Fund.
TBS Registration Number: 001336

CPC/P-PU-060
Accounts Payable
Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. Individuals seeking access to computerized records that may exist on them must so specify.
Class of Individuals: Canada Post employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, or receiving incentive awards, rewards, ex gratia and other sundry payments; to suppliers of goods and services provided to the Corporation, including stamp

designers and members of the Board of Directors; and to members of the general public, indemnified for claims made against the Corporation. (see Canada Post's contract and claims personal information banks for details).
Purpose: The purpose of this bank is to support the Accounts Payable function, which is to make non-payroll payments in accordance with authorizations.
Consistent Uses: The records are used to substantiate and issue cheques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes. Limited information is disclosed to Supply and Services Canada, to facilitate cheque issue.
Retention and Disposal Standards: The records are retained for six fiscal years following the fiscal year during which the expenses were incurred.
TBS Registration Number: 001337

CPC/P-PU-065
Financial Accountability Cases
Description: This bank includes such information as job titles, work locations, investigation reports on losses, occasional credit reports and statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents may also be stored in Employee Personal File, CPC/P-PE-802 and/or in Payroll and Attendance, CPC/P-PE-815 and/or in Legal Affairs, CPC/P-PE-827.) Individuals seeking access to this bank should specify their name and other information sufficient to identify the case, such as the date, location, type and amount of the loss.
Class of Individuals: Canada Post employees, agents, contractors and others involved in actual or suspected losses of financial assets.
Purpose: The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation.
Consistent Uses: The records are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses.
Retention and Disposal Standards: Records are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks.
TBS Registration Number: 001762

Corporate Affairs and Audit

CPC/P-PU-070
Security Clearances
Description: This bank contains such records as personal history forms, fingerprint cards and, if applicable, criminal histories, security briefings, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations and related correspondence. Limited information exists in automated form, in the Security Clearance Reporting System (which is a module of the Personnel Database, CPC/P-PE-803). Data elements include name and clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: Canada Post employees and contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems.
Purpose: The purpose of this bank is to help determine the suitability of employees and contractors being considered for or in security-risk positions.
Consistent Uses: The records are used to determine the level of security clearance, and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File (CPC/P-PE-802). Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks.
Retention and Disposal Standards: Paper records are retained for two years after termination of employment or contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. Monthly computer printouts are destroyed when superseded, while the automated data is retained in accordance with the schedules described in Personnel Database, CPC/P-PE-803.
TBS Registration Number: 001338

CPC/P-PU-075
Reliability Checks
Description: This bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: Prospective and existing Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets.
Purpose: The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post.
Consistent Uses: The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.
Retention and Disposal Standards: Records are retained for five years after last administrative use (which is usually upon transfer, promotion or termination of employment), and then destroyed. If notified that a pardon has been granted, the criminal records in questions are destroyed immediately.
TBS Registration Number: 001339

CPC/P-PU-080
Identification Cards
Description: This bank contains identification cards, temporary passes, a limited number of photographs and correspondence related to their issue. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: Canada Post employees and contractors who have authorized access to Corporation facilities.
Purpose: The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post.
Consistent Uses: The records are used to issue and cancel identification cards or building passes, and to maintain building security.
Retention and Disposal Standards: The records are retained for two years after expiry of the cards and then destroyed.
TBS Registration Number: 001340

CPC/P-PU-085
Postal Related Crimes/Offences
Description: This bank contains information gathered during investigations and contains details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances

and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose.
Class of Individuals: Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the *Canada Post Corporation Act* and Regulations, as well as *Criminal Code* offences involving the mail.
Purpose: The purpose of this bank is to help solve and reduce postal related crimes and offences.
Consistent Uses: The records are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution.
Retention and Disposal Standards: Records are retained for ten years after completion of the investigation or judical or quasi-judicial proceedings, and then destroyed. Records of proceedings dealt with under subsection 41 of the *Canada Post Corporation Act*, when a prohibitory order has been issued, are retained for three years after the order is revoked or the subject dies and then transferred to National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently.
TBS Registration Number: 001341

CPC/P-PU-090

Federal Investigative Body Requests — Public

Description: This bank contains requests made by federal investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address.
Class of Individuals: To date, it contains a very limited number of requests concerning customer addresses only.
Purpose: The purpose of this bank is to ensure that requests by federal investigative bodies for personal information held by Canada Post are properly authorized.
Consistent Uses: The records are used to monitor information requested and/or provided to federal investigative bodies; and to ensure compliance with the *Privacy Act*, the *Canada Post Corporation Act* and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints.
Retention and Disposal Standards: Records in this bank are retained for two years after their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed.
TBS Registration Number: 001342

CPC/P-PU-110

Legal Affairs

Description: This bank contains information relating to potential and actual claims by or against the Canada Post Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation.
Class of Individuals: Individuals involved in legal matters. Note that copies of opinions and other legal documents may also be stored in other personal information banks.
Purpose: The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation.
Consistent Uses: The records are used to provide legal opinions and advice to the Corporation and to represent the Corporation and protect its interests.
Retention and Disposal Standards: Records are retained for ten years after termination or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for 21 years. Memoranda (citing authority), opinions and advice are retained permanently (after ten years, a microfilm copy is transferred to the National Archives of Canada for permanent retention).
TBS Registration Number: 002076

CPC/P-PU-115

Privacy Act Requests/Complaints

Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to processing, including exempt material and complaint resolution records. It also includes exceptional third party requests referred to privacy co-ordination staff for advice or decision. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned.
Class of Individuals: Canada Post employees, contractors and customers who have submitted formal access, correction or notation requests under the *Privacy Act* to the Corporate Privacy Co-ordinator or complaints to the Privacy Commissioner; or who are the subject of exceptional third party requests.
Purpose: The purpose of this bank is to support the processing of requests submitted by individuals under the *Privacy Act*, and to retain an audit trail of actions taken.
Consistent Uses: The records are used to process access, correction and notation requests; and to report quarterly to Treasury Board and annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions.
Retention and Disposal Standards: Records are retained for two years after last administrative use (which is normally the provision of records requested under the *Privacy Act*, the processing of correction or notation requests or the resolution of complaints), and then destroyed.
TBS Registration Number: 001344

CPC/P-PU-120

Crown Debt Requests (New)

Description: This bank contains requests from and responses to such federal institutions as Revenue Canada and Employment and Immigration, seeking to locate individuals owing Crown debts (e.g., overdue income tax, unemployment insurance overpayments, customs duties, defaulted student loans) or to whom the Crown payments are due.
Class of Individuals: Individuals owing Crown debts, or to whom Crown payments are due, who are subjects of an enquiry.
Purpose: The purpose of this bank is to ensure Canada Post can properly account for disclosures of this sort.
Retention and Disposal Standards: Records are retained for two calendar years after the year of response, and then destroyed.
TBS Registration Number: 002157

Personnel and Administration

CPC/P-PU-045

Parking

Description: This bank contains such records as permit applications and correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individual seeking access to this bank should specify employment location and dates.
Class of Individuals: Canada Post employees and contractors who have applied for or received parking permits.
Purpose: The purpose of this bank is to support the control of parking.
Consistent Uses: The records in it are used to control parking at

Canada Post facilitates, via the issue and revocation of parking permits and the prosecution of parking violators (by the RCMP). The records may also be used to help co-ordinate car pools and to facilitate the deduction of parking fees from salaries.
Retention and Disposal Standards: The records are retained for two years after expiry of the permit and then destroyed.
TBS Registration Number: 001334

CPC/P-PU-095
Staffing and Employment
Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, lay-off and priority lists, surplus lists, human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location.
Class of Individuals: Individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation.
Purpose: The purpose of this bank is to support internal staffing and external recruitment activities.
Consistent Uses: Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File, CPC/P-PE-802; in Payroll and Attendance, CPC/P-PE-815; and in the Human Resource Information System, CPC/P-PE-804); to assist in succession planning and career development; to conduct reference checks, provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances, CPC/P-PE-813). Limited personal information regarding seniority and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken.
Retention and Disposal Standards: Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded.
TBS Registration Number: 001343

CPC/P-PU-096
Human Rights
Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witnesses, as well as investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports, personal appraisals and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident.
Class of Individuals: Individuals submitting discrimination complaints and individuals alleged to have harassed or discriminated against complainants.
Purpose: The purpose of this bank is to support the resolution of allegations of discrimination based on prescribed grounds set out in the *Canadian Human Rights Act,* and allegations of personal harassment in the workplace.
Consistent Uses: The records are used to help determine whether or not harassment or discrimination has occurred (note that records of complaints are *not* stored on the complainant's Employee Personal Files, CPC/P-PE-802); and to recommend and support management decisions on the transfer and discipline of employees or other corrective action, e.g., when the source of the complaint is a Canada Post policy or procedure. Individuals found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission to facilitate resolution of the complaint.
Retention and Disposal Standards: Records are retained for two years after the fiscal year of the last administrative use, which is usually resolution of the complaint. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident.
TBS Registration Number: 001761

CPC P-PU-100
Corporate Correspondence
Description: This bank contains letters addressed or referred to the Minister, Chairman and President, background material compiled in the preparation of responses and the responses. Certain information, such as current draft replies and an index, exists in automated form in the Correspondence Unit System. Individuals seeking access to this bank should specify the date and subject matter of the previous enquiry. (Note that stamp suggestions may also be stored in Designer References, CPC/P-PU-025.)
Class of Individuals: Customers, employees, Members of Parliament, other elected officials and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g. regarding Canada Post Corporation employees and contractors).
Purpose: The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential enquiries pertaining to the operations and administration of Canada Post Corporation.
Consistent Uses: The records are used to support the correspondence system, to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and for subsequent mailings, when new developments warrant a follow-up letter to correspondents who have expressed an interest in particular subjects.
Retention and Disposal Standards: Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files.
TBS Registration Number: 002075

Chairman's Office

CPC/P-PU-105
Board of Directors
Description: This bank contains such records as Orders-in-Council appointing directors, statements of qualifications, brief biographies, fees and expense documents and related correspondence.
Class of Individuals: All existing and recently terminated members of Canada Post's board of directors. (Note that payment records also are stored in Accounts Payable, CPC/P-PU-060.)
Purpose: The purpose of this bank is to support the nomination and remuneration of members of the board of directors.
Consistent Uses: The records in this bank assist in the preparation of appointments to the board and in the administration of the affairs, business and activities of the board; they are also used with respect to payments and for other purposes pertaining to the board and its individual members.
Retention and Disposal Standards: Records are retained for seven years after the director ceases to hold office, and then destroyed.
TBS Registration Number: 002007

Classes of Personal Information

Administrative Records

Certain information provided by or about individuals may also be found in administrative records, such as general correspondence and organizational planning files, minutes of committee meetings, library loan and distribution lists, fixed asset inventory control reports, audit reports and evaluations, video recordings and records relating to visits and conferences involving officials of other postal authorities.

Marketing and Sales

This class includes Postage Meter Services and marketing information such as market research studies, various coded mailing lists, market surveys and tests reports concerning householders and other Canada Post customers (for example, large volume mailers). The records include correspondence, reports, accounts of sales calls and other meetings with customers, which may contain the names, titles and business addresses of company representatives, as well as profiles of key executives. These records are used for business purposes only, namely to identify customer needs and perceptions and to help make marketing decisions related to product and service mix, price and promotion. Canada Post also temporarily retains certain records which may contain personal information under arrangements with customers and business partners. Such records are not under the Corporation's sole control and may not be accessed without the prior consent of the customer or business partner involved. Note also that claims and enquiries related to collection and delivery services have been indexed and described as a Canada Post information bank (see Customer Service, CPC/P-PU-030). Certain records are held in electronic form in the following systems — Cash Receipts, Money Order Information, Canadian Wildlife Service, Major Account Sales and Marketing Mailing List.

Collection and Delivery of Mail

This class includes copies of receipts given to customers for mail accepted at post office counters and other locations, redirection/hold mail request cards, delivery records for signature services (Registered Mail, Cash on Delivery Service, Certified Mail, Insured Mail with Proof of Delivery and Priority Post) and directories or lists of customers used to ensure the proper delivery of mail and the provisions of related services (e.g., Supermailbox Delivery, Letter Carrier Delivery, Group Mail Box and Rural Mail Box Delivery, Electronic Mail). These records facilitate signature mail services, the redirection and holding of mail, address corrections and the delivery of mail in areas not having well defined civic street and house numbering or where address changes are frequent. Note that address information may be disclosed to certain federal government and other institutions where authorized for specific purposes, such as to facilitate the collection of Crown debts and the making of Crown payments. Records consist normally of customer names and addresses held in hardcopy form at the individual postal delivery installations serving the customers. Certain records are held in electronic form in the following systems — Accounts Receivable, Lock and Key, Priority Post Information and Mail Shipment Reporting. This class of records also includes undeliverable mail, which is governed by the Undeliverable Mail Regulations. Mail is opened to facilitate delivery or return to sender. If neither action is possible, it is destroyed.

Security and Investigation Services

This class includes information detailing complaints received by Security and Investigation Services (S&IS) and the remedial action undertaken. The records are chronologically ordered and thus not retrievable by individual identifier. They include occurrence reports, which contain the name, address and phone number of the complainant, the names of the other parties involved, the name of the investigating officer and details concerning causes and remedial action. Should the enquiry result in a suspicion of a postal-related crime or offence, or a *Criminal Code* offence involving the mail, a file number is added to the occurrence report which is transferred to personal information bank Postal Related Crimes/Offences (see CPC/P-PU-085, or CPC/P-PE-824). Otherwise, the occurrence reports are retained for two years, at which time they are destroyed. The purpose of such retention is to allow for statistical analyses and quality control.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given under Access Procedures.

PARTICULAR BANKS

Personnel and Administration

CPC/P-PE-801

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, lay-off and priority lists, surplus lists, human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location.

Class of Individuals: Individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation.

Purpose: The purpose of this bank is to support internal staffing and external recruitment activities.

Consistent Uses: Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File, CPC/P-PE-802; in Payroll and Attendance, CPC/P-PE-815; and in the Human Resource Information System, CPC/P-PE-804; to assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances, CPC/P-PE-813). Limited personal information regarding seniority and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken.

Retention and Disposal Standards: Records are retained for two years after last administrative use (which is usually the expiration of

the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded.
TBS Registration Number: 001345

CPC/P-PE-802

Employee Personal File

Description: This bank contains compensation and benefits and, where applicable, official languages and disciplinary records, as well as summaries and notations regarding more detailed records described in certain other employee information banks. Compensation and benefits records include letters of offer and staffing transaction reports, rates of pay and entitlements, terms and conditions of employment for Management Professional Specialist (MPS) employees, year-to-date earnings statements and supporting documentation (for example, income tax, unemployment and health insurance and *Canada Pension Plan* deductions, group surgical-medical insurance, public service management and disability insurance, union dues, maternity and displacement allowances, performance and acting pay, savings plan and deposit instructions, incentives, perquisites, bilingual bonuses, rebates, overpayments, records of fines and suspensions, garnishment and termination). Other supporting documentation includes copies of birth certificates, previous employment history, physicians' certificates associated with sick leave, marriage/separation/divorce papers, next of kin in case of emergency, powers of attorney and estate records such as the names of beneficiaries. Certain records on employees also exist in automated form. Where applicable, the Employee Personal File also includes notices of disciplinary action and related correspondence. Summaries of other employee records stored in the Employee Personal File include: Staffing and Employment (CPC/P-PE-801); Human Resource Information System (CPC/P-PE-804); Payroll and Attendance (CPC/P-PE-815); and, where applicable, Training (CPC/P-PE-805); Relocation (CPC/P-PE-816); Employee Involvement (CPC/P-PE-807); Automotive Services (CPC/P-PE-825); Security Clearances (CPC/P-PE-821); and Occupational Health, Safety and Environment (CPC/P-PE-808). Depending on the size and functions of the Canada Post office or facility, certain of the above categories of records may be stored in distinct records systems. Separate bank descriptions allow for distinct records systems, where necessary, and also facilitate selective access by employees to their files. The records are combined when the administrative need arises (for example, upon transfer or termination). Note that certain records on Canada Post employees are stored apart from the Employee Personal File as a matter of policy, for example, detailed occupational health and safety and security clearance information, as well as Grievances, Employee Assistance, Human Rights, Employment Equity, Special Services and Conflict of Interest (CPC-P-PE-813, 811, 809, 810, 812 and 814, respectively); and that managers may retain indices and duplicate administrative records concerning staff over which they exercise line or functional control. Individuals seeking access to this bank should specify position title and employment location and dates. Note that the above-identified bank descriptions covering specific categories of records facilitate more selective access.
Class of Individuals: All existing and recently terminated Canada Post employees.
Purpose: The purpose of this bank is to support the compensation and benefits function, to facilitate co-ordination among a variety of personnel functions, and to retain records of enduring value related to each.
Consistent Uses: The records are used to ensure appropriate salaries, deductions and contributions (see also Payroll and Attendance [CPC/P-PE-815]) and to provide authorized benefits and counselling related thereto; to support and authenticate decisions relating to appointments, transfers, awards, promotions, discipline, demotions, termination of employment and superannuation; to facilitate and co-ordinate among certain personnel functions, namely compensation and benefits human resource planning and development, executive development, training, relocation, employee involvement, automotive services, occupational health, safety and environment, and security clearances; for research purposes (e.g., salary and benefits level comparisons with other firms in the industry, career management, organization improvement, applied personnel research); and to verify employment references. Certain information is disclosed to third parties, as detailed in the above-referenced personal information bank descriptions (notably Payroll and Attendance). In addition, some information is disclosed to unions relating to new members or change of employment status.
Retention and Disposal Standards: Records are selectively retained for the duration of employment with Canada Post. (Notices of disciplinary action are retained in accordance with collective agreements and garnishment records are retained for two years after settlement and then destroyed. Two years after termination of employment, records are transferred to National Archives of Canada and destroyed when the employee reaches the age of seventy; or two years after death (provided two years have elapsed since last administrative use). If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently.
TBS Registration Number: 001346

CPC/P-PE-803

Personnel Database (PDB)

Description: This computerized bank contains such information as first language, public service start date, Canada Post start date and years of Canada Post service, pensionable service base date and years of pensionable service, termination date and reason for leaving, employee type (indeterminate, term, full-time, part-time, etc.), title, classification and level, security level, length of work week, salary, organization in which employee works and location, bargaining unit designator, exclusion code, whether a curriculum vitae is on file, various elements of data concerning bilingual capability and the position held and its place in the organization. Individuals seeking access to this bank should provide full name and employment location.
Class of Individuals: Existing and recently terminated Canada Post employees.
Purpose: The purpose of this bank is to support personnel administration.
Consistent Uses: The records are used to verify information and to facilitate supervisory tasks, as well as the mailing of Corporation surveys, publications and notices; for analysis of staffing complements and for other analytical purposes, such as organizational studies comparing positions and incumbents and the evaluation of employees eligible for early retirement or women in the work force; and to support other personnel functions, such as human resources planning and executive development, training and security clearances (see CPC/P-PE-804, 805 and 825, respectively). Limited information is provided to insurance companies for the purpose of validating employee benefit claims and to collective bargaining agents for dues check-off purposes.
Retention and Disposal Standards: The records are updated continuously and the latest record on an employee is retained for three years after termination of employment. Source documents, namely change of address forms and copies of pay input and classification forms, are destroyed upon verification of the data entered. Output reports are retained until superseded (e.g., monthly, quarterly, annually) or obsolete, whichever occurs first. A year-end master tape is kept for five years for statistical purposes.
TBS Registration Number: 001347

CPC/P-PE-804

Human Resource Information System (HRIS)

Description: This bank contains records relating to staffing, work performance, training, development, official languages and salary. It includes reports on staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, such as career résumés and references; performance appraisals and assessments; career development forms; education and training records, such as transcripts, certificates and diplomas; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. Certain information exists in automated form in the Human Resource Information System (HRIS). HRIS is an extension of the Personnel Data Base, CPC/P-PE-803; additional data include the requirements of the position vis-à-vis the employee's education, work experience, appraisal results, training and degree of mobility. Individuals seeking access to this bank should specify position title and employment location and dates.

Class of Individuals: All employees and executives of Canada Post Corporation.

Purpose: The purpose of this bank is to support the efficient management and utilization of human resources.

Consistent Uses: The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (for example, manpower inventory searches) and human resource development (for example, developmental assignments), as well as personnel applied research (for example, projecting attrition rates and making other labour supply and demand forecasts, and human rights and employment equity). The executive development records are also used for training and development, performance management and resource planning purposes.

Retention and Disposal Standards: Performance appraisals and assessments are retained for ten years, subject to the provisions of collective agreements. Career résumés are retained until superseded or for ten years, whichever occurs first. Two years after termination of employment, these records are transferred to National Archives of Canada and destroyed when the employee reaches the age of 70 or two years after death (provided two years have elapsed since last administrative use). Computerized records are updated as required (usually weekly) and retained for two years after termination of employment. An historical master file is maintained for 40 years, for statistical purposes only.

TBS Registration Number: 001348

CPC/P-PE-805

Training

Description: This bank contains such records as course applications, authorizations, registrations and evaluations, official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited personal information exists in automated form, as a module of the Personnel Database (See CPC/P-PE-803). Portions of these data are retained in automated form (Training Management System), including tombstone data on and a record of training undertaken by employees. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken.

Class of Individuals: Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control. (Note that vehicle driving training records are stored in Automotive Services, CPC/P-PE-825, and certain fee payment records are stored in Accounts Payable, CPC/P-PE-820)

Purpose: The purpose of this bank is to support the training of employees.

Consistent Uses: The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC/P-PE-802), while information on employees' needs and achievements may be contained in Human Resource Information System (CPC/P-PE-804). Note that official languages training information on Canada Post employees is shared with and sometimes created by the Public Service Commission and Treasury Board.

Retention and Disposal Standards: Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for 10 years, for statistical purposes only.

TBS Registration Number: 001349

CPC/P-PE-808

Occupational Health, Safety and Environment

Description: This bank contains such records as first aid treatment and certification documents; physicians' certificates associated with sick leave; accident and work injury or illness investigation reports; workers' compensation board claims and associated correspondence and forms; occasional legal opinions; periodic medical reports for designated jobs and situations such as isolated postings and absenteeism; fitness and life style evaluations; special records concerning exposure to noise, radiation and dangerous substances; records and correspondence regarding referrals and results of work related immunizations and health evaluations. Certain non-occupational medical information may also exist on file, for example, regarding preplacement diseases or injuries, or those occurring since employment with Canada Post began that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS). AIRS contains background data (age, sex, etc.) on injured employees and employees on certified sickness absence, as well as the location, nature, cause and severity of the accidents and their associated direct and indirect costs. Individuals seeking access to this bank should specify employment location as well as date, location and details of injury or illness.

Class of Individuals: Canada Post employees who have had injuries and accidents on duty; who have made accident or workers' compensation board claims; who are on certified sickness absence; who have used the Occupational Health Service; or whose physicians have sent information to the Service. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers' compensation boards is stored in Automotive Services, CPC/P-PE-825, and Risk Management Claims, CPC/P-PU-050; P-PE-819, respectively.)

Purpose: The purpose of this bank is to support the management and the Occupational Health and Safety program.

Consistent Uses: The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits related to work-related injuries and illnesses; to facilitate the processing of provincial workers' compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS supports the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work; to provide health and safety details for accident prevention and health protection purposes; and to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances, CPC/P-PE-813). The records also facilitate the study and correction

of workplace conditions that contribute to illness or injury, such as the development of preventative programs based on the incidence of certain illness and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers' compensation boards, Labour Canada, medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada, regarding, for example, chemical spills involving Canada Post employees.
Retention and Disposal Standards: Paper records are retained for the duration of employment with Canada Post. One year after termination, they are transferred to National Archives of Canada and destroyed when the employee reaches the age of 70, or two years after death (provided two years have elapsed since last administrative use). Data in AIRS are retained for five years after last administrative use and then destroyed.
TBS Registration Number: 002008

CPC/P-PE-809
Human Rights
Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witnesses, as well as investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports, personal appraisals and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident.
Class of Individuals: Individuals submitting discrimation complaints and individuals alleged to have harassed or discriminated against complainants.
Purpose: The purpose of this bank is to support the resolution of the allegations of discrimination based on prescribed grounds set out in the *Canada Human Rights Act*; and allegations of personal harassment in the workplace.
Consistent Uses: The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File, CPC/P-PE-802); and to recommend and support management decisions on the transfer and discipline of employees or other corrective action (e.g., when the source of the complaint is a Canada Post policy or procedure). Individuals found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint.
Retention and Disposal Standards: Records are retained for two years after the fiscal year of last administrative use, which is usually resolution of the complaint.
TBS Registration Number: 001352

CPC/P-PE-810
Employment Equity
Description: This bank contains hardcopy and computerized census data about employees including such characteristics as sex, race and disability. Individuals seeking access to this bank should provide their full name.
Class of Individuals: Employees who have responded to the workforce census questionnaire. (The questionnaire is answered on a voluntary basis; target groups include women, visible minorities, disabled persons and native groups.)
Purpose: The purpose of this bank is to develop a database to support the Corporation's employment equity program, to help ensure the equitable representation of target groups in Canada Post.
Consistent Uses: The records are used to compile profiles of employee groups and to compare the situation of designated group members with non-target group members within the Corporation and the general labour market. The statistical data is used to determine designated groups' representation by geographical location, salary and group within Canada Post and, where underrepresented, to identify appropriate policy and programs to rectify the situation.
Retention and Disposal Standards: Paper records are retained for three years after their use to compile reports to Parliament. A retention schedule for the electronic records is under development.
TBS Registration Number: 001353

CPC/P-PE-811
Employee Assistance
Description: This bank contains a very limited amount of information as, due to the confidential nature of the program, cases are handled through personal counselling, without records. Where information is retained (with the full knowledge of the employee concerned), it is strictly factual, such as a statement of the problem as identified by the employee concerned and, if applicable, the name of the community resource which the employee selects for assistance. Note that, as a matter of policy, records on medical problems, performance deficiencies and absenteeism are not stored in the Employee Assistance bank (see CPC/P-PE-808, 804, and 815 respectively). Similarly, employee assistance information is not stored in any other personal information bank. Individuals seeking access to records that may exist on them in this bank are encouraged to deal directly with the person consulted for assistance. Individuals seeking formal access under the *Privacy Act* should specify position title, employment location and dates, as well as the referral agent used.
Class of Individuals: A case is initiated when an employee requests assistance from, or is referred to, an employee assistance referral agent.
Purpose: Employee Assistance is a voluntary program for Canada Post employees experiencing personal problems that may be resolved through professional care.
Consistent Uses: Where information exists, it is used to support meaningful assistance and follow-up, such as counselling and, where the employee agrees, medical evaluations, professional help and rehabilitation programs; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes (for example, referral agents keep statistical summaries; all personal information is rendered anonymous). Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates.
Retention and Disposal Standards: Information is retained for two years following the date of the most recent referral to employee assistance and then destroyed.
TBS Registration Number: 001354

CPC/P-PE-812
Special Services
Description: This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation. (Note that payment records are also stored in Accounts Payable, CPC/P-PE-820).
Class of Individuals: A small percentage of excluded Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant.
Purpose: The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving excluded employees.
Consistent Uses: The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File (CPC/P-PE-802).
Retention and Disposal Standards: Records are retained for two

years after last administrative use (e.g., resolution of the issue), and then destroyed.
TBS Registration Number: 001355

CPC/P-PE-813
Grievances
Description: This bank contains such information as presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Federal Court and related correspondence. Certain information exists in automated form, in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter.
Class of Individuals: Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement.
Purpose: The purpose of this bank is to support the resolution of grievances related to the interpretation of collective agreements.
Consistent Uses: The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Labour Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management with ready access to arbitration summaries (which are largely a matter of public record).
Retention and Disposal Standards: Paper records are retained for two years after resolution and then destroyed, unless the case goes to arbitration, in which case the records are retained for ten years. The electronic records are retained for three years after last administrative use, unless they are judged by the National Archivist to have historical/archival value, in which case they are transferred to National Archives of Canada for permanent retention. If the records are judged to have jurisprudential value, publicly available summaries are retained (in LRJIS) for 15 years.
TBS Registration Number: 001356

CPC/P-PE-814
Conflict of Interest (New)
Description: This bank contains records on conflict of interest and, on occasion, confidential financial and outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence. Individuals seeking access to this bank should specify name, position, title and employment location and dates.
Class of Individuals: Existing and recently terminated Canada Post employees who are involved in potential or actual conflicts of interest.
Purpose: The purpose of this bank is to support the implementation of the conflict of interest policy.
Consistent Uses: The records are used to help determine whether a conflict of interest exists and, if so, to support decisions on transfer, discipline or termination of employment.
Retention and Disposal Standards: Records are retained for the duration of employment with Canada Post plus two years, after which they are destroyed.
PAC# = 86-001
TBS Registration Number: 002156

CPC/P-PE-816
Relocation
Description: This bank contains such records as letters of offer, authorization, advances, claims, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. Individuals seeking access to this bank should specify the locations involved and the approximate dates.
Class of Individuals: Canada Post employees who are being considered for relocation and who have been relocated, as well as on new employees who move to take up Canada Post positions. (Note that payment records also are stored in Accounts Payable, CPC/P-PE-820.)
Purpose: The purpose of this bank is to support the relocation of employees.
Consistent Uses: The records are used to administer the relocation function, involving authorizations, advances, claims and final payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to real estate and moving companies and to lawyers acting for either party, to facilitate the relocation.
Retention and Disposal Standards: The records are retained for six fiscal years following the fiscal year during which the expenses were incurred and then destroyed.
TBS Registration Number: 001358

CPC/P-PE-817
Parking
Description: This bank contains such records as permit applications and correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: Canada Post employees and contractors who have applied for or received parking permits.
Purpose: The purpose of this bank is to support the control of parking.
Consistent Uses: The records in it are used to control parking at Canada Post facilities, via the issue and revocation of parking permits and the prosecution of parking violators (by the RCMP). The records also may be used to help co-ordinate car pools and to facilitate the deduction of parking fees from salaries.
Retention and Disposal Standards: The records are retained for two years after the fiscal year of expiry of the permits, and then destroyed.
TBS Registration Number: 001359

CPC/P-PE-826
Corporate Correspondence
Description: This bank contains letters addressed or referred to the Minister, Chairman and President, background material compiled in the preparation of responses, and the responses. Certain information, such as current draft replies and an index, exists in automated form in the Correspondence Unit System. Individuals seeking access to this bank should specify the date and subject matter of the previous enquiry. (Note that stamp suggestions may also be stored in Designer References, CPC/P-PU-025.)
Class of Individuals: Customers, employees, Members of Parliament, and other elected officials and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g., regarding Canada Post Corporation employees and contractors).
Purpose: The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential enquiries pertaining to the operations and administration of Canada Post Corporation.
Consistent Uses: The records are used to support the correspondence system, to monitor the preparation of responses; for reference purposes when subsequent or similar enquiries are received; and for subsequent mailings, when new developments warrant a follow-up

letter to correspondents who have expressed an interest in particular subjects.
Retention and Disposal Standards: Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then the former are transferred to National Archives of Canada. Information judged by the National Archivist to be of archival/historical value is retained permanently by National Archives of Canada. The remainder is destroyed. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files.
TBS Registration Number: 002077

Finance and Planning

CPC/P-PE-815
Payroll and Attendance
Description: This bank contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, unemployment insurance exemption), registration forms (for example, staffing forms, group surgical-medical and public services management insurance plan applications), TD1, T4 and other tax deduction information, time cards, absence reports, physician certificates and other attendance and leave forms, year-to-date earnings statements and, if applicable, records related to allowances, incentives, perquisites, overpayments, garnishment and termination. Certain payroll and attendance information exists in automated form, in Supply and Services Canada computer systems and in the following Canada Post systems: The Attendance Management Information System (AMIS) and similar systems (for example, Headquarters Leave and Attendance); the Salary Warrant System (for semi-staff and revenue post offices); and the National Overpayment System. (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites, garnishments and termination are also stored in the Employee Personal File, CPC/P-PE-802.) Employees seeking access to this bank should specify employment location, social insurance number and dates of interest, as well as whether specific payroll records are required and whether attendance or pay information is required.
Class of Individuals: All existing and recently terminated Canada Post Corporation employees.
Purpose: The purpose of this bank is to support the attendance and leave function and the payment of salaries and financial benefits to employees.
Consistent Uses: The records are used to provide information necessary for all salary administration and payroll functions for Canada Post Corporation — for example, to calculate pay, to issue cheques, to make deposits for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments, to collect debts owed the Corporation, and to enforce orders of garnishments); to assist supervisors in performing managerial duties (such as managing attendance and verifying reliability when staffing positions); and to generate manpower utilization reports and provide other payroll and attendance data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with Supply and Services Canada (to facilitate cheque issue and pension administration), with Revenue Canada (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies amd group medical insurers. Information is also disclosed to Employment and Immigration Canada, notably with regard to terminated employees, in accordance with the *Unemployment Insurance Act* and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims and pay related employee complaints and grievances (CPC/P-PE-813).
Retention and Disposal Standards: Attendance and leave forms are retained for three fiscal years. Annual attendance records and other payroll records are retained for the duration of employment with Canada Post. Two years after termination, these records are transferred to National Archives of Canada and destroyed when the employee reaches age 70 or two years after death (provided two years have elapsed since last administrative use). Data in AMIS and the Headquarters Leave and Attendance System are retained for five and three years, respectively. Year-end Salary Warrant data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use.
TBS Registration Number: 002010

CPC/P-PE-818
Financial Accountability Cases
Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents are stored in Employee Personal File, CPC/P-PE-802 and/or Payroll and Attendance, CPC/P-PE-815 and Legal Affairs, CPC/P-PE-827.)
Class of Individuals: Canada Post employees, agents, contractors and others involved in actual or suspected losses of financial assets.
Purpose: The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation.
Consistent Uses: The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses.
Retention and Disposal Standards: Records are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks.
TBS Registration Number: 001763

CPC/P-PE-819
Risk Management Claims
Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicles, and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Individuals seeking access to this bank should specify details such as incident location and date.
Class of Individuals: Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers, as well as on third parties making claims or from whom the Corporation is seeking damages. (See also Financial Accountability Cases, CPC/P-PE-818, CPC/P-PU-065.) Note that payment records are also stored in Accounts Payable, CPC/P-PE-820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Automotive Services (CPC/P-PE-825); that workers' compensation board claims are stored in Occupational Health, Safety and Environment (CPC/P-PE-808); and that claims involving delayed, lost or damaged mail are stored in Customer Service (CPC/P-PU-030).
Purpose: The purpose of this bank is to support the resolution of Corporation and third party claims.
Consistent Uses: Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force;

and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim.
Retention and Disposal Standards: The files are retained for six years after the claim by or against the Corporation has been settled, unless a minor was involved, in which case the records are retained for six years after the minor's age of majority (varies from province to province).
TBS Registration Number: 001360

CPC/P-PE-820
Accounts Payable
Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. (Note that payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC/P-PE-816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates.
Class of Individuals: Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving incentive awards, rewards, ex gratia and other sundry payments; to suppliers of goods and services provided to the Corporation, including stamp designers and members of the Board of Directors; and to members of the general public, indemnified for claims made against the Corporation. (See Canada Post's contract and claims personal information banks for details.)
Purpose: The information deals with payment of suppliers accounts and expenditures which are not in accordance with received authorizations.
Consistent Uses: The records in it are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses.
Retention and Disposal Standards: Records are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks.
TBS Registration Number: 001361

Corporate Affairs and Audit

CPC/P-PE-821
Security Clearances
Description: This bank contains such records as personal history forms, fingerprint cards and, if applicable, criminal histories, security briefings, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations and related correspondence. Limited information exists in automated form, in the Security Clearance Reporting System (which is a module of the Personnel Database, CPC/P-PE-803). Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: Canada Post employees and contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems.
Purpose: The purpose of this bank is to help determine the suitability of employees and contractors being considered for, or in, security-risk positions.
Consistent Uses: The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File (CPC/P-PE-802). Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks.
Retention and Disposal Standards: Paper records are retained for two years after termination of employment or contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. Monthly computer printouts are destroyed when superseded, while the automated data is retained in accordance with the schedule described in Personal Database CPC-P-PE-803.
TBS Registration Number: 001362

CPC/P-PE-822
Reliability Checks
Description: This bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: Prospective and existing Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets.
Purpose: The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post.
Consistent Uses: The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.
Retention and Disposal Standards: Records are retained for five years after last administrative use (which is usually upon transfer, promotion or termination of employment), and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately.
TBS Registration Number: 001363

CPC/P-PE-823
Identification Cards
Description: This bank contains identification cards, temporary passes, a limited number of photographs and correspondence related to their issue. Individuals seeking access to this bank should specify employment location and dates.
Class of Individuals: Canada Post employees and contractors who have authorized access to Corporation facilities.
Purpose: The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post.
Consistent Uses: The records in it are used to issue and cancel identification cards or building passes, and to maintain building security.
Retention and Disposal Standards: The records are retained for two years after expiry of the cards.
TBS Registration Number: 001364

CPC/P-PE-824
Postal-Related Crimes/Offences
Description: This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail

vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose.
Class of Individuals: The bank contains information on those Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the *Canada Post Corporation Act* and Regulations, as well as *Criminal Code* offences involving the mail.
Purpose: The purpose of this bank is to help solve and reduce postal related crimes and offences.
Consistent Uses: The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution.
Retention and Disposal Standards: Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the *Canada Post Corporation Act*, when a prohibitory order has been issued, are retained for three years after the order is revoked or the subject dies, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently.
TBS Registration Number: 001365

CPC/P-PE-827
Legal Affairs
Description: This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation.
Class of Individuals: There are records on individuals involved in legal matters. Note that copies of opinions and other legal documents may also be stored in other personal information banks.
Purpose: The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation.
Consistent Uses: The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests.
Retention and Disposal Standards: Records are retained for ten years after termination or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for 21 years. Memoranda (citing authority), opinions and advice are retained permanently. (After ten years, a microfilm copy is transferred to the National Archives of Canada for permanent retention.)
TBS Registration Number: 002078

CPC/P-PE-828
Privacy Act Requests/Complaints
Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to processing, including exempt material and legal opinions. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned.
Class of Individuals: There are records on those Canada Post employees, contractors, customers and other individuals who have submitted formal access, correction or notation requests under the *Privacy Act* to the Corporate Privacy Co-ordinator.
Purpose: The purpose of this bank is to support the processing of requests submitted by individuals under the *Privacy Act*, and to retain an audit trail of actions taken.
Consistent Uses: The records in it are used to process access, correction and notation requests; and to report quarterly to Treasury Board of Canada and annually to Parliament on their dispositions. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions.
Retention and Disposal Standards: Records are retained for two years after last administrative use (which is normally the provision of records requested under the *Privacy Act*, the processing of correction or notation requests or the resolution of complaints), and then destroyed.
TBS Registration Number: 001366

CPC/P-PE-829
Federal Investigative Body Requests — Employees

This bank contains requests made by federal investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. To date, it contains a very limited number of requests concerning customer addresses only. The purpose of this bank is to ensure that requests by federal investigative bodies for personal information held by Canada Post are properly authorized. The records in it are used to monitor the information requested and/or provided to federal investigative bodies; and to ensure compliance with the *Privacy Act*, the *Canada Post Corporation Act* and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints. Records in this bank are retained for two years after their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed.

Operational Support

CPC/P-PE-825
Automotive Services
Description: This bank contains such records as vehicle operator declarations, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, legal decisions, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC/P-PE-819.) Individuals seeking access to this bank should specify employment location and, if applicable, such accident details as location and date.
Class of Individuals: Drivers of Canada Post vehicles.
Purpose: The purpose of this bank is to support the efficient and safe use of vehicles.
Consistent Uses: Consistent uses for the records are to validate provincial permits; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File, CPC/P-PE-802.) Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions).
Retention and Disposal Standards: Vehicle operator history cards (which include a summary of training taken) are retained for two years after an individual ceases to be an operator and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims

settlement records are retained for six years after last administrative use.

TBS Registration Number: 002011

Systems and Engineering

CPC/P-PE-807

Employee Involvement

Description: This bank contains such records as job descriptions, career résumés, reports on cost-saving measures, noteworthy achievements, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, social insurance number, employee classification, suggestion number and subject. Individuals seeking access to this bank should specify the suggestion award number, date and location.

Class of Individuals: Canada Post employees who have submitted applications or been nominated for suggestion awards. (Note that safe driving awards are stored in Automotive Services, CPC/P-PE-825, and that payment records regarding awards also are stored in Accounts Payable, CPC/P-PE-820.)

Purpose: The purpose of this bank is to support the Employee Involvement Program.

Consistent Uses: The records are used to promote, help identify and recognize the outstanding job performances or community services of Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File, CPC/P-PE-802, and/or to the Human Resource Information System, CPC/P-PE-804.) Lists of suggestions are distributed to managers for possible application in their respective areas of responsibilty. The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed to the general public via poster displays, the news media and the Corporation's publications.

Retention and Disposal Standards: Records are retained for seven years after the fiscal year of last administrative use and then destroyed.

TBS Registration Number: 001351

CANADIAN AVIATION SAFETY BOARD

Chapter 15

CANADIAN AVIATION SAFETY BOARD

Background

The object of the Board is to advance aviation safety in Canada by:

- identifying safety deficiencies as evidenced by aviation occurrences;
- conducting independent investigations and, if necessary, public enquiries into aviation occurrences in order to make findings as to their contributing factors and causes; and
- reporting publicly on its investigations and public enquiries and on findings in relation to them, and by making recommendations designed to eliminate or reduce safety deficiencies.

It is not the object of the Board to determine or apportion any blame or liability in connection with aviation occurrences.

Access Procedures

Requests should be addressed to:

Access to Information and Privacy Co-ordinator
Canadian Aviation Safety Board
P.O. Box 9120
Alta Vista Terminal
Ottawa, Ontario
K1G 3T8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

ASB/P-PU-005
Investigation Files

Aircraft accident/incident files contain information gathered during the course of an investigation. During the field phase, all basic information is documented. Safety deficiency notifications are prepared, laboratory examinations are requested to test and analyze material and metallurgical component failures, and specimens from surviving crew are analyzed at a medical laboratory. The investigative information is then sent to headquarters where a public report is prepared and released.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the address given under Access Procedures.

STANDARD BANKS

ASB/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

ASB/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).

ASB/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).

ASB/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

ASB/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

ASB/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).

ASB/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).

ASB/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).

ASB/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).

ASB/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

Chapter 16

Background

The Canadian Centre for Occupational Health and Safety (CCOHS) is a corporation under Schedule B of the *Finance and Administration Act*, created by Parliament in April 1978 to promote the rights of Canadians to a healthy and safe working environment. It is governed by a Council of Governors representing labour, employers and governments — federal, provincial and territorial.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Information and Privacy Co-ordinator
Director of Finance, Publishing and Administrative Services
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
(416) 572-2981
1-800-263-8276

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

OHS/P-PU-005
Studies on Information Sources in Occupational Health and Safety
Description: This bank contains information on persons, including their areas of interest and activities in occupational health and safety.
Class of Individuals: Individuals who are active in the field of occupational health and safety. Includes people from labour, government, industry, educational institutions and professional associations.
Purpose: This bank provides a centralized current information source on persons and activities in occupational health and safety in Canada.
Consistent Uses: To be used at CCOHS to facilitate information provision services and by the public to improve communication and information sharing in occupational health and safety in Canada.
Retention and Disposal Standards: Under review.
PAC# = 86-010
TBS Registration Number: 001608

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

PARTICULAR BANKS

OHS/PE-P-801
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000992

STANDARD BANKS

OHS/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000980

OHS/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000981

OHS/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000982

OHS/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000983

OHS/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000984

OHS/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000985

OHS/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000986

OHS/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000987

OHS/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000988

OHS/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000989

OHS/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000990

OHS/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000991

OHS/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000993

OHS/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000994

OHS/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000995

OHS/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000996

CANADIAN COMMERCIAL CORPORATION

Chapter 17

CANADIAN COMMERCIAL CORPORATION

Background

A Crown corporation established in 1946, Canadian Commercial Corporation (CCC) is wholly owned by the Government of Canada. It reports to Parliament through the Minister for International Trade (the Secretary of State for External Affairs Canada). The Corporation's mandate is to assist in the development of trade between Canada and other nations. The board of directors is comprised of Canadian business executives, senior public servants, and the President of CCC.

Access Procedures

Please address all requests for formal access to:

Privacy Co-ordinator
Canadian Commercial Corporation
11th Floor
50 O'Connor Street
Ottawa, Ontario
K1A 0S6
(613) 996-0034

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given under Access Procedures.

STANDARD BANKS

CCC/P-SE-901 *Formerly identified as:* CCC/P-PE-802
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001201

CCC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001202

CCC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001203

CCC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001204

CCC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001205

CCC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001206

CCC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001207

CCC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001208

CCC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001209

CCC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001210

CCC/P-SE-915 *Formerly identified as:* CCC/P-PE-801
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001211

CCC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001212

CCC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001213

CCC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001214

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

Chapter 18

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

Background

The Cultural Property Export Review Board was established through the *Cultural Property Export and Import Act* on September 6, 1977. The duties of the Review Board as set out in Section 17 of the Act are: pursuant to section 23, to review applications for export permits; pursuant to section 24, to make determinations respecting fair cash offers to purchase; and pursuant to section 26, to make determinations for the purpose of subparagraph 39(1)(*a*) (i.1) or 110(1)(*b*.1) of the *Income Tax Act*.

Administrative services to the Review Board are provided through the Department of Communications by the Movable Cultural Property Secretariat. All Review Board files are housed with the Secretariat. The personal information they contain pertains to appeals against the refusal of cultural property export permits and to applications on behalf of donors or vendors. These are filed by application number but can be accessed through a manual cross-indexing system containing the name of the appellant (in the case of an appeal) or the donor/vendor (in the case of certification).

Access Procedures

The individuals involved have copies of all pertinent information contained in these files. A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Privacy Co-ordinator
Department of Communications
Movable Cultural Property Secretariat
Canadian Cultural Export Review Board
300 Slater Street, Room 348
Journal Tower North
Ottawa, Ontario
K1A 0C8
(613) 990-4161

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CPE/P-PU-005
Appeals
Description: An applicant for a cultural property export permit, whose permit is refused by an expert examiner, may appeal this decision to the Cultural Property Export Review Board. The process of appeal, including the disposition of the relevant information, is set out in paragraph 22 of the *Cultural Property Export and Import Act*. The information in this bank includes the original permit application, the advice of the expert examiner and any other experts consulted, and administrative correspondence related to the conduct of the appeal. In each case, the information contained in an appeal file is shared with all interested parties. Files are kept for five years.
Class of Individuals: Individuals seeking to export cultural property which is subject to control.
Purpose: To determine if an export permit should be granted.
Retention and Disposal Standards: Files are kept for five years.
PAC# = 79-002
Related to COR: CPE/CPI-005
TBS Registration Number: 000116

CPE/P-PU-010
Certification
Description: The purpose of this bank is to enable the Review Board to make determinations concerning the certification of cultural property for income tax purposes, and to issue cultural property income tax certificates. The application files contain information concerning the fair market value of objects being transferred to designated institutions by individual donors or vendors. Material held in the bank includes the application, appraisals, declaration of authenticity, information on provenance, significance of the object and, in the case of a sale, the purchase price. Copies of any advice from experts consulted and a copy of the tax certificate are also included.
Class of Individuals: Individuals who donate or sell cultural property to designated Canadian cultural institutions.
Purpose: Certification of cultural property for income tax purposes and the issuance of cultural property income tax certificates.
Retention and Disposal Standards: Files are kept for five years.
PAC# = 79-002
Related to COR: CPE/CPI-005
TBS Registration Number: 000117

CPE/P-PU-015
Cultural Property

This bank contains information on applicants for export permits and tax certificates. The information in this bank relates to dealers or collectors of cultural property. The data were compiled in order to issue export permits or tax certificates to applicants.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

STANDARD BANKS

CPE/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

CPE/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).

CPE/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).

CPE/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

CPE/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

CPE/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).

CPE/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).

CPE/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).

CPE/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).

CPE/P-SE-914
Parking
See Standard Bank Descriptions (Section II).

CPE/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).

CANADIAN DAIRY COMMISSION

Chapter 19

Overall Responsiblities

The Canadian Dairy Commission (CDC) was established by the *Canadian Dairy Commission Act*, 1966-67. The Commission consists of a chairman, a vice-chairman and one other member appointed by the Governor-in-Council; it is accountable to Parliament through the Minister of Agriculture. To assist the Commission with advice on production and marketing matters, there is a consultative committee of nine members, appointed by the Minister, who represent a variety of interests.

The objectives of the Commission are to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment, and to provide consumers with a continuous and adequate supply of dairy products of high quality.

The Commission, under its authority to purchase and sell dairy products, supports the market price of major processed products, principally butter and skim milk powder. The prices that producers receive for industrial milk and cream are related to these product support prices.

The Commission operates a major export marketing program for skim milk powder and whole milk products such as evaporated milk, cheese, whole milk powder and other specialty products.

The Commission makes direct payments to producers from funds provided by the government to supplement returns from the market. These payments are made on qualifying milk and cream shipments produced within a market share quota system to meet domestic market requirements, and a special export program.

The supply of industrial milk and cream is managed nationally through a market share quota program administered under the federal-provincial Comprehensive Milk Marketing Plan. The Commission, as chairman of the Canadian Milk Supply Management Committee (CMSMC), directs the development of policy and co-ordinates the administration of the national quota and provincial market shares, which are determined by the CMSMC, and individual producer market shares which are determined and administered by the provincial milk marketing agencies.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

**Access to Information and Privacy Co-ordinator
Canadian Dairy Commission
2197 Riverside Drive
6th Floor, Pebb Building
Ottawa, Ontario
K1A 0Z2
(613) 998-9490**

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CDC/P-PU-005
Milk Producers' Records

The records contain farmland location, memoranda, financial reports, summary of interviews, production data, amount of subsidy paid and the production data. This bank exists to register and furnish information and data necessary for payment of federal dairy subsidies. This bank is used for the administration of the dairy policy and operation of the dairy program. These files are retained indefinitely.

Classes of Personal Information

In the course of conducting the programs and activities of the Canadian Dairy Commission, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes, for example, candidates for appointment to advisory bodies such as the Consultative Committee to the Commission, which are stored as part of the general subject files where records are not normally retrieved by names of individual or other personal identifier.

This form of personal information is normally retrievable only if requests include general background on the circumstances under which an individual contacted the Commission, and an approximate time-frame. The retention period for these classes of personal information is controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

PARTICULAR BANKS

CDC/P-PE-801
Employee Personnel Records

This bank is under the control of the Personnel Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees in the Administration Support, Administrative and Foreign Service, Scientific and Professional, Technical, and Executive categories. The bank is used to provide information for manpower planning and general personnel management. Employees may access their records by contacting the Personnel Office. Records of former employees are transferred to the National Archives of Canada two years following termination of employment.

CANADIAN FILM DEVELOPMENT CORPORATION

Chapter 20

CANADIAN FILM DEVELOPMENT CORPORATION

Background

The Canadian Film Development Corporation was established by an Act of Parliament (R.S.C. 1970, chapter C-8) in March, 1967. The Corporation, publicly known as Telefilm Canada, is responsible for fostering the growth and development of the private sector of the Canadian film, television and video industry.

Through Telefilm Canada, the federal government provides support, as a partner, to the private sector for the production of film and broadcast material, either in the form of investment funds or through a variety of resources at the Corporation's disposal.

The Corporation meets the diverse needs of this industry through a wide range of funds. Support is available at all stages of the process, from screenplay development to final production and beyond to the distribution and marketing of the finished product in Canada and abroad.

Telefilm Canada is a Crown corporation that reports to Parliament through the Minister of Communications. It is headed by a board of directors and a chairman appointed by the Governor in Council. The Governor in Council, on the recommendation of the Corporation's board, also appoints an executive director who acts as chief executive officer and is responsible for day-to-day operations. Headquarters is located in Montreal with offices in Toronto, Vancouver, Halifax, Los Angeles, Paris and London.

Access Procedures

The following bank is located at the Corporation's office in Montreal. Enquiries should be addressed to:

Access to Information and Privacy Co-ordinator
Telefilm Canada
Tour de la Banque Nationale
14th Floor
600 de la Gauchetière Street West
Montreal, Quebec
H3B 4L2
(514) 283-6363

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CFD/P-PU-005
Application for Funds File

The purpose of this bank is to maintain a record of the applications and assessment records of individuals applying for funding of projects by Telefilm Canada (CFDC). It contains the application form and supporting data presented by the applicant; the project proposal; financial data; critical assessments of the project and the decision of the Corporation. This information is used for future reference in decision-making processes. In the case of a funded project, financial and administrative data are maintained. These data are used as a basis for generalized industry statistics as well as for future reference. Information in the bank is retained indefinitely for projects that are funded, for proposals that do not receive funding, information is retained for two years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to the address under Access Procedures.

PARTICULAR BANKS

CFD/P-PE-801
Employee Personnel Record
Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Employees of the Corporation.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit

for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime.
PAC# – 85-001
TBS Registration Number: 000308

CFD/P-PE-802
Staffing
The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to employees of the Corporation.

CFD/P-PE-803
Attendance and Leave
This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the social insurance number by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to employees of the Corporation. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

CFD/P-PE-804
Performance Reviews and Employee Appraisals
This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to employees of the Corporation. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

STANDARD BANKS

CFD/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

CFD/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

CFD/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).

CANADIAN HUMAN RIGHTS COMMISSION

Chapter 21

CANADIAN HUMAN RIGHTS COMMISSION

Background

The Canadian Human Rights Commission was given its mandate with the passage in July 1977 of the *Canadian Human Rights Act*. The Act became operative on March 1, 1978 and was amended July 1, 1983.

Overall Responsibilities

The Commission's mandate is to foster the principle that every individual should have an equal opportunity to participate in all spheres of Canadian life, consistent with his or her duties and obligations as a member of society.

This mandate is carried out in two ways. First, it deals with complaints of discrimination in employment or in the provision of goods, services, facilities or accommodation based on ten prohibited grounds of discrimination: race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction of an offence for which a pardon has been granted. Its jurisdiction includes federal government departments and agencies, Crown corporations and institutions such as chartered banks, airlines, interprovincial transportation systems, as well as the federally regulated portions of the private sector. In order to deal with complaints of discrimination, the Commission must collect personal information about the complainant, employees of the respondent, and third parties. The information could include race, age, marital status, medical or educational history, and is used in order to determine whether there has been a violation of the *Canadian Human Rights Act*.

Secondly, the Commission conducts information programs in the field of human rights, provides advice, issues guidelines, conducts research, reviews regulations and other instruments, maintains close liaison with the provinces and endeavours to reduce discriminatory practices.

Access Procedures

Please address all requests for access to personal information in writing to:

Privacy Co-ordinator
Canadian Human Rights Commission
90 Sparks Street, Room 400
Ottawa, Ontario
K1A 1E1

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Complaints and Compliance Branch

HRC/P-PU-005
Complaints Received Under the Canadian Human Rights Act, Part III
Description: The files consist of complaints lodged by individuals or groups from March 1, 1978, to the present day, dealing with discrimination on the grounds of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction for an offence for which a pardon has been issued; complaints of discrimination concerning pensions and insurance; hate messages; equal pay, and with complaints received because of threats or intimidation for having filed a complaint of discrimination (section 45 of the *Canadian Human Rights Act*). They contain statements from individuals and groups, and correspondence with and reports about complainants, respondents and witnesses dealing with the complaint and other facts relevant to the investigation or conciliation.
Class of Individuals: General public; complainants, respondents, witnesses.
Purpose: The purpose of this bank is to record, enquire into and resolve complaints of discrimination in connection with the application of Part III of the *Canadian Human Rights Act*, and where necessary to provide evidence for the hearing of a complaint by a Human Rights Tribunal, the Federal Court of Canada and/or the Supreme Court of Canada.
Retention and Disposal Standards: The paper media information in this bank is retained for microfilming selection, then destroyed after microfilming verification. The microfiches have a 10-year retention period, and are then transferred to the National Archives of Canada for archival purposes.
PAC# = M40-79
Related to COR: HRC/CCB-015
TBS Registration Number: 001504

Legal Branch

HRC/P-PU-010
Litigation Files
Description: Information on legal proceedings of specific complaints of discrimination before a Human Rights Tribunal or a court of law, and legal opinions regarding specific complaints.
Class of Individuals: General public; complainants, respondents, witnesses.
Purpose: The material in this bank is retained to enable the branch to carry out its mandate as legal advisor to the Commission and in proceedings before Tribunals and the courts.
Retention and Disposal Standards: Information in this bank is retained for 10 years, then destroyed. Some of this information may be transferred to the National Archives of Canada for archival purposes.
PAC# = M40-79
Related to COR: HRC/LEG-005
TBS Registration Number: 001505

HRC/P-PU-015
Access Request Data
Description: This bank contains formal and informal requests sent by individuals requesting access to any personal information about them held by the Canadian Human Rights Commission, replies to such requests, and information related to their processing.
Class of Individuals: General public; applicants.
Purpose: This material is used for processing access requests only, and to report on the number of access requests received annually.
Retention and Disposal Standards: The information in this bank is retained for two years after the date of correspondence and then destroyed.
PAC# = 78-001
TBS Registration Number: 001506

Administration, Personnel and Finance Branch

HRC/P-PU-025
Professional and Personal Service Contracts
Description: This bank contains basic data such as social insurance number, educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments.
Class of Individuals: General public; contractees.
Purpose: The purpose of this bank is to maintain a record concerning

professional and personal service contracts by individuals who contract with the Commission. The information is used to assist in selecting qualified individuals to provide contractual services.
Retention and Disposal Standards: The information in this bank is retained for six years and then destroyed.
PAC# = 78-001
Related to COR: HRC/AFP-055
TBS Registration Number: 001507

Classes of Personal Information

Complaints and Compliance Branch Files

In the course of conducting the programs and activities of the Complaints and Compliance Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning personnel/employment policies and practices of, or special programs, plans or arrangements undertaken by federally regulated employers or service providers, or concerning Commission policies about the application of the *Canadian Human Rights Act* to employment policies, practices and special programs/arrangements.

The retention period for these classes of personal information is controlled by the records schedules of the general subject files in which they are stored.

Research and Policy Branch Files

In the course of conducting the programs and activities of the Research and Policy Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning research related to the duties and responsibilities of the Commission, including policy analysis and development, surveys to monitor current public opinion, socio-economic studies of human rights problems, preparation and analysis of statistics, bibliographies, and other data.

The retention period of these classes of personal information is controlled by the records schedules of the general subject files in which they are stored.

Enquiries Received Under the Canadian Human Rights Act, Part III

In the course of conducting the programs and activities of the Complaints and Compliance Branch, categories of personal information may be accumulated which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information is accumulated in the course of responding to complaints of discriminatory practices and policies on various grounds which may or may not be prohibited by the Act. This form of personal information is retrievable only if specifics are provided concerning the nature of the complaint, the date, and the office to which it was addressed. The files are retained for one year from date of correspondence and then destroyed.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct requests for formal access to the address given under Access Procedures.

STANDARD BANKS

HRC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001508

HRC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001509

HRC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001510

HRC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001511

HRC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001512

HRC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001513

HRC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001514

HRC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001609

HRC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001515

CANADIAN IMPORT TRIBUNAL

Chapter 22

CANADIAN IMPORT TRIBUNAL

Background

The Canadian Import Tribunal was established under, and derives its authority from, the *Special Import Measures Act (SIMA)*. The Tribunal's main function is to inquire as to whether imports into Canada are causing material injury or retardation to Canadian industry. The Tribunal's inquiries result in the issuance of findings or reports. Findings of material injury establish the basis under which anti-dumping or countervailing duties are levied. Reports assist the government in determining whether safeguard action should be taken respecting other imports.

SIMA came into force on December 1, 1984, and replaced the 1969 *Anti-dumping Act*. SIMA modernized and streamlined previous anti-dumping and countervailing legislation and brought it in line with Canada's international obligations under the GATT Anti-Dumping Code and Subsidies and Countervailing Duties Code. These agreements were negotiated under the auspices of the GATT "Tokyo Round" of multinational tariff negotiations and signed by Canada in 1979. The prime purpose of SIMA is to protect Canadian industry from unfair import competition.

The Tribunal, an independent agency, conducts several types of proceedings generally in a quasi-judicial fashion. The Tribunal consists of five regular members, to which may be added up to five temporary members. It is supported by a secretariat, which provides support services, and by a research unit, which conducts economic studies. The Tribunal is located in Ottawa. In conducting its inquiries and arriving at its decisions, the Tribunal requests information from interested parties, receives representations, hears evidence and holds public hearings. Although hearings normally are held in Ottawa, they may be held anywhere in Canada.

The Deputy Minister of National Revenue for Customs and Excise, (Deputy Minister) is responsible for several activities under SIMA. These include: receiving from domestic industry complaints of alleged injury to Canadian production from dumped or subsidized imports; conducting investigations to determine the existence of dumping or subsidization; accepting undertakings from exporters; and also levying anti-dumping and countervailing duties where appropriate. Reference to SIMA should be made for further information regarding the Deputy Minister's role under the Act.

The Tribunal conducts different types of proceedings under SIMA which are summarized as follows:

1. Advice to the Deputy Minister (sections 33,34,35 and 37 of the Act) — When the Deputy Minister decides not to proceed with a dumping or subsidization investigation because the evidence does not disclose, to his satisfaction, a reasonable indication of material injury or retardation, the Deputy Minister or the complainant, under section 33(2) of the Act, may refer this question to the Tribunal. The Tribunal's advice as to whether the evidence before the Deputy Minister discloses a reasonable indication of material injury or retardation is conclusive. If the Tribunal's advice is that the evidence discloses a reasonable indication of material injury, then the Deputy Minister must proceed with the investigation.

Where investigations have been initiated by the Deputy Minister, the exporter, importer or government of the country of export may refer to the Tribunal, under section 34(*b*) of the Act, the question as to whether the evidence before the Deputy Minister discloses a reasonable indication of material injury or retardation. This is done in an attempt to terminate proceedings at the investigation stage. Here again, the Tribunal's advice on the question is conclusive and determines whether the investigation continues or not.

There are also provisions in section 35 of the Act for similar references and advice where the Deputy Minister, after initiating an investigation, concludes that the evidence does not disclose a reasonable indication of material injury.

2. Material Injury Inquiries (section 42 of the Act) — These are economic inquiries involving the examination of a wide variety of factors and the formulation of findings by the Tribunal as to whether the importation of dumped or subsidized goods is materially injurious to Canadian producers of like goods. Findings of the Tribunal that such imports are the cause of material injury result in the imposition of anti-dumping duties or countervailing duties. In addition, pursuant to section 45 of SIMA, the Tribunal must report to the Minister of Finance if it is of the opinion that the imposition of duties in full or in partial amount would not or might not be in the public interest.

3. Report to the Governor in Council (section 48 of the Act) — The Tribunal is asked to inquire into and report on matters referred to it by the Governor in Council. These inquiries are generally more extensive and far-ranging than injury inquiries. Services as well as goods may be included in this type of inquiry.

4. Reviews of Prior Material Injury Findings (section 76 of the Act) — The Tribunal may, on its own initiative or at the request of the Deputy Minister or any person or government, review its prior findings and may rehear any matter in this process. In addition, the Tribunal may review any findings of material injury made under the *Anti-dumping Act* and still in effect at the time of the proclamation into force of SIMA.

5. Importer Ruling (section 89 of the Act) and Reconsideration of Finding (section 91(1)(*g*) of the Act) — The Tribunal may be asked to rule on the question as to which of two or more persons is the importer in Canada of goods on which anti-dumping or countervailing duty is or may be payable. Also, the Tribunal may reconsider any finding it has made when its ruling as to who is the importer identifies a person other than the one specified by the Deputy Minister.

The Special Import Measures Act, the Regulations and the rules should be consulted for the purpose of interpreting and applying the law.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Assistant Secretary
Canadian Import Tribunal
19th Floor — Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G5
(613) 993-4601

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

CANADIAN IMPORT TRIBUNAL

PARTICULAR BANKS

CIT/P-PE-801
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000541

STANDARD BANKS

The following banks are located at the headquarters of the Department of Finance (see appropriate chapter) except for Standard Bank P-SE-909 **Security Clearances** which is located at Security Services, the Department of Finance, 12th Floor, Lord Elgin Plaza, 66 Slater Street, Ottawa, Ontario K1A 0G5, (613) 992-2606.

CIT/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000529

CIT/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000530

CIT/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000531

CIT/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000532

CIT/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000533

CIT/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000534

CIT/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000535

CIT/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000536

CIT/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000537

CIT/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000538

CIT/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000539

CIT/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000540

CIT/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000542

CIT/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000543

CIT/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000544

CANADIAN INSTITUTE FOR INTERNATIONAL PEACE AND SECURITY

Chapter 23

CANADIAN INSTITUTE FOR INTERNATIONAL PEACE AND SECURITY

Background

The purpose of the Institute is to increase knowledge and understanding of the issues relating to international peace and security from a Canadian perspective, with particular emphasis on arms control, disarmament, defence and conflict resolution. The Institute's aim is also to foster, fund and conduct research on matters relating to international peace and security; promote scholarship in matters relating to international peace and security; study and propose ideas and policies for the enhancement of international peace and security; and collect and disseminate information on, and encourage public discussion of, issues of international peace and security.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Canadian Institute for International Peace and Security
360 Albert Street, Suite 900
Ottawa, Ontario
K1R 7X7

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CIP/P-PU-005
Funding Proposals

This bank contains applications for grants from individuals or organizations. Files contain personal information, occupational and professional background, description of proposal, assessment of proposal, committee evaluation and board approval. The files also contain schedule of payment and financial reports. The information relates to individuals or groups who have an interest in peace and security. This information was compiled to evaluate the merits of proposals from individuals or organizations requesting funding, to monitor their progress and payment schedule, and to record the final report.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

STANDARD BANKS

CIP/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

CIP/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).

CIP/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).

CIP/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

CIP/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

Chapter 24

Background

The Canadian International Development Agency (CIDA) has as its objective the support of the efforts of developing countries in fostering their economic growth and the evolution of their social systems in a way that will produce a wide distribution of the benefits of development among the population of these countries.

Access Procedures

The following banks are located at the offices of CIDA in the National Capital Region. Enquiries concerning these banks should be addressed to:

Access to Information and Privacy Co-ordinator
Documentation Management Division
Canadian International Development Agency
200 Promenade du Portage
Hull, Quebec
K1A 0G4
(819) 997-0866

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

IDA/P-PU-005

The Human Resources Inventory of Persons Serving or Prepared to Serve Overseas

The record consists of personal data, academic qualifications and experience. This data bank is used as a current inventory of individuals with appropriate skills wishing to participate in CIDA projects, as well as those presently on assignment overseas with CIDA. The information is used to maintain and to build a computer inventory enabling CIDA to respond to needs of developing countries. The inventory is also used to identify suitable candidates who have expressed a desire to serve with international development organizations. Other uses include the production of statistical data for CIDA purposes. The completed form is kept for two years and the staffing file is kept for 35 years and after last correspondence the computer inventory is kept for two years.

IDA/P-PU-010

Consultants Registration Data Bank (No. 7510)

This data bank contains names, addresses and telephone numbers of consultants (firms, organizations or individuals) as well as an adequate description of their resources, professional expertise, specialization, general experience and language capabilities. Any particular file remains in the bank as long as the firm or individual wishes to remain registered with CIDA, and also remains Canadian-owned. The purpose is to provide the Consultant Selection Committee and, ultimately, CIDA senior management and the Minister, within the framework of the decisional process, with information on the qualifications and experience of individuals and firms wishing to obtain contracts to undertake CIDA projects in developing countries overseas. The information is used to produce statistical data for internal management and information purposes. Files are kept for five years and the information on the computer system is kept for two years after last correspondence.

IDA/P-PU-015

Applicants for and Holders of CIDA Awards for Canadians

This data bank contains a record of Canadians who have applied for or been granted an award under the CIDA Program for Canadians. The file includes personal and professional references, proposed program of study and career intentions. Individuals may access their file. The information relates to Canadians who have applied for or been granted an award. This bank is used to select candidates for awards and for scholarship holders. The personal information and the school papers may be used for recruitment purposes in CIDA projects, private sector projects within Canada and organizations outside of Canada. CIDA files are maintained for two years for review of applications and for 15 years for file of granted awards.

IDA/P-PU-020

Accounts Payable and Receivable

The bank contains a copy of the contract and information needed to initiate and control fee payments and tax deductions, and documentation on payments made. The purpose of this data bank is to monitor and control all payments, as well as recoverable items and payments made to co-operants under contract to CIDA. Any individual's files dealing with a particular contract and computerized data are kept for six years after the contract is terminated.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries about the following banks to the address given under Access Procedures.

STANDARD BANKS

The following banks are located at headquarters.

IDA/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001275

IDA/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001276

IDA/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001277

IDA/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001278

IDA/P-SE-905

Training and Development

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001279

IDA/P-SE-906

Official Languages

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001280

IDA/P-SE-909

Security Clearances

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001281

IDA/P-SE-910

Grievances

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001282

IDA/P-SE-912

Performance Reviews and Employee Appraisals

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001283

IDA/P-SE-913

Travel and Relocation

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001284

IDA/P-SE-914

Parking

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001285

IDA/P-SE-916

Employee Assistance

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001286

IDA/P-SE-918

Affirmative Action Program

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001287

IDA/P-SE-919

Personal Harassment

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001288

CANADIAN LIVESTOCK FEED BOARD

Chapter 25

CANADIAN LIVESTOCK FEED BOARD

Background

The objective of the Canadian Livestock Feed Board is to ensure the availability of adequate feed grain supplies and storage space to meet the needs of livestock feeders in eastern Canada and British Columbia, and to contribute to reasonable price stability for such supplies, as well as to assist in equalizing feed grain prices to livestock feeders in eastern Canada and in British Columbia.

Access Procedures

Please address any enquiries concerning the following banks to:

Director General — Program Co-ordination
Canadian Livestock Feed Board
P.O. Box 177
Snowdon Station
Montreal, Quebec
H3X 3T4
(514) 283-7505

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CLF/P-PU-005
Freight Equalization Payment Records
Description: Records of payments effected by the Board according to the *Livestock Feed Assistance Act* and Regulations.
Class of Individuals: Feed manufacturers and livestock producers located in grain deficient areas of Canada.
Purpose: For program administration purposes and for statistical purposes related to domestic grain movements to eastern Canada and British Columbia.
Consistent Uses: Financial account and statistical purposes.
Retention and Disposal Standards: Six years according to the Board's regulations.
PAC# = 74-008
TBS Registration Number: 000306

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for access to the Privacy Co-ordinator at the above address.

PARTICULAR BANKS

CLF/P-PE-801 *Formerly identified as:* CLF/P-SE-901
Employee Personnel Record
This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. The information in this bank relates to employees of the institution. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; and to unions for dues check-off purposes. Records are retained by the current employing institution. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.
PAC# = 85-001

CANADIAN PATENTS AND DEVELOPMENT LIMITED

Chapter 26

CANADIAN PATENTS AND DEVELOPMENT LIMITED

Background

Canadian Patents and Development Limited was incorporated in 1947 to make available to the public, through industry, the industrial and intellectual property which results from publicly funded research and development.

Access Procedures

Please address requests for formal access to:

Privacy Co-ordinator
Canadian Patents and Development Limited
275 Slater Street, 19th Floor
Ottawa, Ontario
K1A 0R3
(613) 990-6100

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Enquiries concerning the following bank should be directed to the above address.

STANDARD BANKS

CPD/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000305

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

Chapter 27

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency. Its mandate was to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the *Canadian Radio-television and Telecommunications Commission Act*, under which the Commission assumed responsibility from the Canadian Transport Commission for regulating telecommunications carriers within federal jurisdiction.

Overall Responsibilities

In broadcasting matters, the CRTC regulates both the public and the private broadcasters. It has the power to issue, renew, amend, suspend or revoke licences and to set any conditions of licence it feels necessary. With respect to federally-regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable, and not unjustly discriminatory. The Commission's approval is also required for traffic agreements and capital stock issues.

In order to fulfill its mandate, the CRTC collects a variety of information on applicants and existing licensees operating broadcasting undertakings (cable, radio and television) across the country. Financial and operating information is collected on a yearly basis in Annual Returns filed under the *Statistics Canada Act*. Programming on radio and television is monitored, and operating stations submit detailed program logs every year. In the course of the public hearing process, information concerning the applications being heard is made available for public examination, as outlined in the CRTC Rules of Procedure. These public files include the text of any intervention made by anyone wishing to express their views with respect to particular applications or issues raised in public hearings. In telecommunications hearings, interrogatories and other more formal practices may be carried out, as outlined in the CRTC Telecommunications Rules of Procedure.

The Commission receives complaints and enquiries from specific individuals or corporations regarding both broadcasting and telecommunications.

Grants and contributions are occasionally made through the Commission's research branch. However, this program has been temporarily abandoned.

General Information

General information can be obtained either in person, by telephone, or by writing to CRTC headquarters at: Central Building, Les Terrasses de la Chaudière, 1 Promenade du Portage, Hull, Quebec, specifying the appropriate service and floor.

Library
5th Floor
CRTC
Telephone: (819) 997-4484

Public Examination Room
2nd Floor
CRTC
Telephone: (819) 997-2429

Information Services
5th Floor
CRTC
Telephone: (819) 997-0313
Visual Ear: (819) 997-0423
Telex 053-4253
Telecopier (819) 994-0218

The CRTC maintains four regional offices to establish the Commission's presence in the community. These offices provide a link between the head office and the licensees, provincial and municipal governments, local groups, and the public.

In addition to searching out areas needing new broadcasting services, and assessing existing services, the regional offices are available to provide general information and assistance to the public, applicants, interveners and licensees in the regions.

Atlantic Region

Director General
Canadian Radio-television and Telecommunications
Commission
Barrington Tower, Room 428
Scotia Square
Halifax, Nova Scotia
B3J 2A8
(902) 426-7997

Quebec Region

Director General
Canadian Radio-television and Telecommunications
Commission
Complex Guy Favreau, East Tower
200 René-Lévesque Blvd. West, Room 602
Montreal, Quebec
H2Z 1X4
(514) 283-6607

Midwest Region

Director General
Canadian Radio-television and Telecommunications
Commission
Kensington Building
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
(204) 983-6306

Pacific Region

Director General
Canadian Radio-television and Telecommunications
Commission
800 Burrard Street
Suite 1500
Vancouver, British Columbia
V6Z 2G7
(604) 666-2111

Access Procedures

All requests made to the CRTC under the *Privacy Act* should be addressed to:

Access to Information and Privacy Co-ordinator
Canadian Radio-television and Telecommunications
Commission

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

Central Building, 5th Floor
Les Terrasses de la Chaudière
1 Promenade du Portage
Hull, Quebec
K1A 0N2
(819) 994-5366

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Broadcasting

CRT/P-PU-005
Complaints and Representations File

The purpose of this file is to maintain a record of any person who wishes to lodge a complaint with or make any representation to the Commission, with respect to any matter within the powers of the Commission that is not directed to any application. The file contains the name, address, and telephone number of the person and agent, if any, lodging the complaint or making a representation. Files are kept for ten years.

Financial and Corporate Analysis

CRT/P-PU-010
Ownership Profiles

The purpose of this bank is to maintain a record of ownership profiles relating to individuals authorized under the *Broadcasting Act* to own and operate broadcasting undertakings in Canada. The bank contains the name of the individual ownership shareholding, together with the location and type of undertaking (cable, AM, FM or TV). The bank is established on a national basis and is used in preparing ownership comments (Factum Book) for the various public hearings held across the country, with respect to the granting of licences for broadcasting undertakings. Manual files are retained for ten years by the Commission.

CRT/P-PU-015
Annual Returns

The purpose of this bank is to maintain a record of financial analysis and ownership information relating to individuals and/or companies authorized under the *Broadcasting Act* to own and operate broadcasting undertakings (cable, AM, FM or TV) in Canada. Some of the financial data contained therein is used in the assessment of annual licence fees to be paid by licensees. Assessments and a record of payments are maintained. The annual returns are filed alphabetically on a national basis and are used in (a) compiling and analyzing the broadcasting industry, e.g. growth trends and industry performance; and (b) preparing financial analysis comments for the various public hearings held across the country with respect to the granting or renewing of licences for broadcasting undertakings. Manual files are retained for ten years by the Commission.

Broadcast Operations

CRT/P-PU-020
Programming Correspondence Files

The purpose of this bank is to maintain a correspondence with licensees, including AM and FM radio, television and cable TV, concerning programming matters such as logs, tape records of programs, commercials, Canadian content, etc. Comments, enquiries, and complaints cover a wide range of topics, most of which are related to the *Broadcasting Act*, 1968, and regulations under the Act. The life cycle of these files is approximately two years.

Telecommunications

CRT/P-PU-025
Telecommunications Complaints, Enquiries and Briefs

The purpose of this bank is to provide a depository for case files pertaining to complaints and/or enquiries from customers or users of telecommunications services, furnished by the telecommuncations companies under the Commission's jurisdiction. Such files contain all information relevant to the submission, processing, investigation and disposition of such complaints or enquiries, and include correspondence between the individual originating the complaint or enquiry and the Commission, as well as investigative material and correspondence between the Commission and the telecommunications company against which the complaint or enquiry is directed. Complaints and enquiries deal with such matters as quality of service, rates and charges, credit and collection practices. The information in this bank deals only with the federally-regulated telecommunications companies, e.g. Bell Canada, British Columbia Telephone Company, CNCP Telecommunications, Northwestel Inc., Terra Nova Telecommunications Inc., Telesat Canada and Teleglobe Canada. The files in this bank are active only during the period of investigation or enquiry, normally 30 to 60 days, after which they are closed. They are retained in the bank for a period of two years.

CRT/P-PU-030
Contributions and Grants

The purpose of this bank is to keep a record of payments made to universities, associations and individuals to reimburse them for certain types of disbursements made by the recipients in relation to research in broadcasting. Disbursements by universities and associations include remuneration to individuals who have worked on the project. This information is mainly used for control of expenditures. The bank contains a résumé of the research consultant and an assessment of the proposed study and its cost. Files are retained for ten years by the Commission.

CRT/P-PU-035
Applicants File

The purpose of this bank is to provide information on individuals, partnerships, and individuals doing business under a registered name, relative to obtaining, renewing and amending a licence for broadcasting undertakings. This bank contains identification of the applicant; investment (equity and/or securities) held by the applicant in a Canadian Radio-television Telecommunications Commission licence holder, newspaper or other media publisher, theatre or cinema, advertising agency, broadcasting sales representative, broadcasting program material producer or distributor, music recording producer or music publisher, lessor of property, plant or equipment of the licensee, company owning securities in any of these categories, potential advertising client of the undertaking; staff information; service information; capital costs and facilities; and financial operations. Manual files are retained for ten years by the Commission.

CRT/P-PU-040
Intervenors File

The purpose of this file is to maintain a record of any person who is interested in an application and who wishes to file with the Commission an intervention for the purpose of supporting, opposing or modifying an application. The file contains the name, address and telephone number of the intervenor and his or her agent, if any. Details accompany the interventions on most occasions. Interventions are public documents. Manual files are retained for ten years by the Commission.

Legal

CRT/P-PU-045
Legal Branch

The purpose of this bank is to provide a record of legal opinions and advice given to the Canadian Radio-television Telecommunications Commission by this branch and other sources and to retain some of the material upon which such advice was given. The bank provides a record of prosecutions and investigations conducted by this branch and retains some of the material upon which such prosecutions and investigations were contemplated or carried out. It also provides a record of cases in which the CRTC is involved and some other material relevant to such cases. The life span of this bank is indeterminate.

Corporate Management/ Secretary General

CRT/P-PU-050
Personal Service Contracts

The purpose of this bank is to maintain a record of individuals who have been engaged under contract by the Commission. It contains basic data such as social insurance number, educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments. The information is used to determine taxable income and to issue the T-4 Supplementary for income tax purposes, and as source data for personnel required to carry out special studies from time to time. Files are retained for ten years by the Commission.

CRT/P-PU-055
Travel and Removal

The purpose of this bank is to maintain records of individuals' travel costs and to determine the costs of particular programs such as public hearings and special projects. The frequency of travel is used to determine eligibility for standing advances from the Working Capital Advance. Special information on these advances is maintained for semi-annual reports to Treasury Board, forecasting the continued requirement of funds from the special allotment available to the Board for distribution among departments. The principal use of this bank is to provide managers with data on travel and removal costs for estimate purposes and for budget control. Individuals identified in this bank are employees and former employees of the Commission, and individuals who have entered into personal service contracts with the Commission. Travel and removal data may be disposed of after six years for both active and former employees.

CRT/P-PU-060
Access Request Data Bank

Description: This bank contains the access request forms sent by individuals, the replies to such requests and information related to their processing.

Class of Individuals: Members of the public who have made access requests to the Commission.

Purpose: The bank is used for processing access requests only, and to report on the number of access requests received annually.

Retention and Disposal Standards: Files are kept for two years.
PAC# = 85-001

TBS Registration Number: 001820

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Privacy Co-ordinator
Canadian Radio-television and
Telecommunications Commission
5th Floor
Central Building
1 Promenade du Portage
Hull, Quebec
K1A 0N2
(819) 994-5366

PARTICULAR BANKS

CRT/P-PE-801 *Formerly identified as:* CRT/P-SE-916
Employee Assistance

This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. The information relates to employees of the institution. The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program and to determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. (This bank has been discontinued effective January 1, 1988.) The information is used to support decisions regarding employee assistance measures. Records are retained for two years following the date of the most recent reference to employee assistance, after which they are destroyed.
PAC# = 85-001

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

STANDARD BANKS

The following banks are located at headquarters.

CRT/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001803

CRT/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001804

CRT/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001805

CRT/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001806

CRT/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001807

CRT/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001808

CRT/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001809

CRT/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001810

CRT/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001811

CRT/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001812

CRT/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001813

CRT/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001814

CRT/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001815

CRT/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001816

CRT/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001817

CRT/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001819

CANADIAN SECURITY INTELLIGENCE SERVICE

Chapter 28

Background

The Canadian Security Intelligence Service (CSIS) operates pursuant to the *Canadian Security Intelligence Service Act*. It collects, analyzes and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada, and reports to and advises the Government of Canada in relation to these matters.

The Service also plays a role in providing security assessments to departments of the Government of Canada (in accordance with section 13 of the *CSIS Act* and government security policy) and may provide security assessments to the government of a province or any department thereof, any police force in a province, and to the government of a foreign state or institution thereof or an international organization of states or institutions thereof. As well, CSIS may advise any Minister of the Crown on matters relating to the security of Canada, or provide any Minister of the Crown with information relating to security matters or criminal activities that is relevant to the exercise of any power or the performance of any duty or function by that Minister under the *Citizenship Act* or the *Immigration Act*, 1976. It may also conduct such investigations as are necessary in order to provide security assessments or advice to Ministers.

Further, CSIS may, in relation to the defence of Canada or the conduct of international affairs, assist the Minister of National Defence or the Secretary of State for External Affairs, within Canada, in the collection of information or intelligence relating to the capabilities, intentions or activities of any foreign state or group of foreign states or any person other than a Canadian citizen or permanent resident, or corporation.

Access Procedures

Date and place of birth must be included in any requests. Please address all formal access requests under the *Privacy Act* to:

The Director
Canadian Security Intelligence Service
P.O. Box 9732
Ottawa Postal Terminal
Ottawa, Ontario
K1G 4G4
Attention: Departmental Privacy Co-ordinator
(613) 993-1159

Applicants should note that information previously held by the RCMP Security Service has been substantially transferred to the control of CSIS.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SIS/P-PU-005

Security Assessments

Description: This bank contains personal information on individuals who are or have been the subject of a request for a security assessment for pre-employment/employment with federal government departments and the private sector working under federal government contracts. Similar records are held in respect to security assessments required by a provincial government, a foreign state, or an international organization of states. This bank may also contain criminal records, security analyses, security assessments and investigative reports, related correspondence and a notation of the level of security clearance granted. In addition, this bank may hold information on persons who have been the subject of security screening under the *Citizenship Act* or *Immigration Act*.

Class of Individuals: Persons for whom CSIS was asked to provide a security assessment, including CSIS employees; and individuals seeking citizenship, permanent residence or refugee status in Canada. By virtue of the screening process, personal information may be held on individuals who are not themselves the subject of the security assessment.

Purpose: Collected under section 15 of the *CSIS Act* to provide security assessments pursuant to section 13 or advice pursuant to section 14, of the Act.

Consistent Uses: Pursuant to sections 19(2), 13 and 14 the *CSIS Act*, CSIS may disclose information in the preparation of a domestic or foreign security assessment or in providing advice pertinent to the *Citizenship Act* or *Immigration Act*. It may also be used in matters which may on reasonable grounds, be suspected of constituting threats to the security of Canada and in other lawful investigations. In addition, information may be provided to the Inspector General and the Security Intelligence Review Committee.

Retention and Disposal Standards: Information in this bank may be retained from two years to twenty years, subject to the Retention and Disposal schedules approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada.

PAC# = 82-013

Related to COR: SIS/DDS-005

TBS Registration Number: 000835

SIS/P-PU-010

Canadian Security Intelligence Service Records

Description: This bank contains information on individuals whose activities may, on reasonable grounds, be suspected of directly relating to espionage or sabotage that is against or is detrimental to the interests of Canada; or activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interests of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertains to the capabilities, intentions; or activities of any foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or, any corporation except one incorporated pursuant to the laws of Canada or of any province.

Class of Individuals: Individuals suspected of espionage or sabotage against Canada or to the interests of Canada; foreign influenced activities within or relating to Canada that are clandestine or deceptive or involve a threat to any person; activities within Canada directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or activities directed toward the unlawful covert undermining, or the overthrow by violence, of the constitutionally established government system in Canada.

Purpose: Collected under section 12 of the *CSIS Act* with respect to threats to the security of Canada; and under section 16 concerning the collection of information or intelligence relating to the capabilities, intentions or activities of foreign states and certain persons.

Consistent Uses: CSIS may only disclose information it obtains if it does so in accordance with the controls of subsection 19(2) of the *CSIS Act*. First, it may disclose information for the purposes of the performance of its duties and functions under the *CSIS Act* or the administration or enforcement of that Act, or as required by any other

law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report, and give advice, thereto in relation to activities suspected of constituting threats to the security of Canda. Secondly, where the information in its possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then it may be disclosed to the appropriate police officials and Attorney General; to the Secretary of State for External Affairs, and to the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential in the public interest and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Pursuant to sections 13 and 14 of the *CSIS Act*, CSIS may also disclose information in the preparation of a domestic or foreign security assessment, or in providing advice under the *Citizenship Act*, or *Immigration Act*. Personal information may also be disclosed to the Inspector General and to the Security Intelligence Review Committee.
Retention and Disposal Standards: Information in this bank may be retained from two years to thirty years, subject to the retention and disposal schedules approved by the Dominion Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada.
PAC# = 82-013
Related to COR: SIS/DDS-010
TBS Registration Number: 000836

SIS/P-PU-015
Canadian Security Intelligence Services Records
Description: This bank consists of dated, less sensitive information on individuals who came to the attention of the former RCMP Security Service while carrying out its responsibilities pertaining to informing the government of national security concerns. This bank may also contain similar information on individuals who came to the attention of CSIS as a result of carrying out its mandate under section 12 of the *CSIS Act*. The information in this bank is under continuous review in conformity with the approved retention and disposal schedules.
Classs of Individuals: Individuals, the nature of whose actions or activities caught the attention of CSIS or of its predecessor, the former RCMP Security Service, while investigating: espionage or sabotage against Canada detrimental to the interests of Canada; foreign influenced activities within or relating to Canada that were clandestine or deceptive or invloved a threat to any person; activities within Canada that were directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or activities that were directed toward the unlawful covert undermining, or the overthrow by violence, of the consitutionally established government system in Canada.
Purpose: Collected and obtained by the former RCMP Security Service and by CSIS under section 12 of the *CSIS Act* concerning threats to the security of Canada.
PAC# = 82-013
Related to COR: SIS/DDS/010
TBS Registration Number: 000837

SIS/P-PU-020
Access Request Records
Description: This bank contains personal information on individuals who have submitted a request form for CSIS information banks under the *Privacy Act* or *Access to Information Act*. Included are corrections, notations, consultations with other government institutions or third parties; exemptions, exclusions, disclosures, complaints and summation of records for Court. Documents pertaining to the processing of the request are included. All of the information may be used for research, planning, evaluation and statistical purposes in the administration of both Acts.
Class of Individuals: Individuals or authorized agents who have submitted a "Personal Information Request Form" or an "Access to Information Request Form."
Purpose: To enable CSIS adequately to search appropriate files in compliance with the *Privacy Act*.
Consistent Uses: Personal information may be used for research, planning, evaluation and statistical purposes in the administration of the *Privacy Act* and *Access to Information Act*.
Retention and Disposal Standards: As a requirement of the *Privacy Act* Regulations, information is retained until all avenues of legal appeal have been exhausted with a minimum retention of two years.
PAC# = 85-001
TBS Registration Number: 001681

SIS/P-PU-025
Applications for Employment
Description: This personal information bank, created in 1981, contains unsolicited applications for employment with CSIS and also applications made to the former Security Intelligence Transitional Group (SITG). This bank may also contain personnel or staffing interviews.
Class of Individuals: Applicants for employment with CSIS or SITG.
Purpose: Information may be used for staffing positions within CSIS.
Consistent Uses: Information may be transferred to an employee bank if the individual is offered and accepts employment.
Retention and Disposal Standards: Retained a minimum of two years.
PAC# = 78-001
TBS Registration Number: 000839

SIS/P-PU-030
Requests Made Pursuant to Section 8 (2) (*e*)
Description: This bank contains personal information on individuals under investigation by investigative bodies so designated by the *Privacy Act* Regulations.
Class of Individuals: Individuals under investigation for whom a request was made to CSIS for personal information.
Purpose: To enforce a law of Canada or a province or to carry out a lawful investigation.
Consistent Uses: To assist investigative bodies in enforcing laws or conducting lawful investigations.
Retention and Disposal Standards: A minimum of two years or until all legal processes have been completed, in compliance with the *Privacy Act* Regulations.
PAC# = 85-001
TBS Registration Number: 001682

SIS/P-PU-035
Complaints Against CSIS (New)
Description: This bank contains personal information which individuals have communicated to the Security Intelligence Review Committee (SIRC), the Canadian Security Intelligence Service (CSIS) and the Solicitor General of Canada about themselves or other members of the general public while submitting complaints about the activities of CSIS or its individual members.
Class of Individuals: Members of the general public who have submitted personal information to the SIRC, CSIS or Solictor General of Canada.
Purpose: To allow CSIS to investigate or answer to complaints levied against it or its individual members.
Consistent Uses: To assist CSIS in determining the validity of complaints levied against it or its individual members and take appropriate corrective measures if required.
Rentention and Disposal Standards: A minimum of two years after the last documentation has been placed on the individual complaint file.
TBS Registration Number: 002135

Classes of Personal Information

In the course of carrying out the daily investigative activities and functions of the Canadian Security Intelligence Service, personal information may be accumulated such as in the security assessments program which is not described in the specific personal information banks. This information is not used for an administrative purpose affecting an individual, and can include names, addresses and other indentifying data. This information is stored as part of the other general subject files. Such information is only retrievable if full specifics are provided concerning the subject matter. The retention period for this form of information is in accordance with the retention and disposal schedules associated with the subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries about the following banks to the address given under Access Procedures.

PARTICULAR BANKS

The following banks are located at headquarters and regional offices and cover all employees of the Service. Because of certain features of separation arrangements between the Service and the Royal Canadian Mounted Police, some employee records may be held by both institutions. The employee will be advised accordingly when requests are made to CSIS Employee Banks.

Employees who are former members of the RCMP and wish to use the *Privacy Act* to access their medical file, must make application to the RCMP Medical Record bank, as they will continue to hold this information.

SIS/P-PE-808
CSIS Employee Personnel Records (New)
Description: This bank provides a summary record of an individual's employment with CSIS. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, level of security, and where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within CSIS are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of CSIS and contains information concerning personnel characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other standard banks. The Employee Personnel Records may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Employees of CSIS.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment refernces. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health and Welfare Canada for pension purposes.
Retention and Disposal Standards: Retained by CSIS for the duration of employment plus two and one half years and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action conerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.
TBS Registration Number: 002153

SIS/P-PE-809
Staffing (New)
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Employees of CSIS.
Purpose: The bank provides a record of the information used in staffing positions in CSIS.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
TBS Registration Number: 002136

SIS/P-PE-810
Attendance and Leave (New)
Description: This bank contains absence reports and leave applications, as well as physician's certificates associated with sick

leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not manadatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in CSIS personnel databases, especially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Employees of CSIS.
Purpose: The purpose of this bank is to support the administration of employee attendance and leave within CSIS.
Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism.
Retention and Disposal Standards: Two years after the expiry of the fiscal year, after which period the records are destroyed. However, certain information specific to the employee is attached to the Employee Personnel Record and is subject to the retention and disposal criteria set out for that bank.
TBS Registration Number: 002137

SIS/P-PE-811

Training and Development (New)

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Employees of CSIS.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS.
Conisitent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed five years after completion of the particular training and development undertaken by an employee.
TBS Registration Number: 002138

SIS/P-PE-812

Official Languages (New)

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.
Class of Indivisuals: Employees of CSIS.
Purpose: The purpose of this bank is to provide documentation for the administration of official languages and policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.
Retention and Disposal Standards: Five years after last documention the records are destroyed.
TBS Registration Number: 002139

SIS/P-PE-813

Occupational Safety and Health (New)

Description: This bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by CSIS in the appropriate responsibility centre. First Aid Treatment records are also retained by CSIS in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Labour Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health and Welfare Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS/P-PE-815.
Class of Individuals: Employees of CSIS.
Purpose: The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS safety and health program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.
Retention and Disposal Standards: Records related to accidents or injuries occurring in the work place are retained for two years and then destroyed. Records relative to an individual accident may be attached to the Employee Personnel Record the retention of which is subject to the disposal criteria set out for that bank. Records relative to Accident Statistics and Returns are held for three years and then destroyed.
TBS Registration Number: 002140

SIS/P-PE-814

Vehicle, Ship, Boat and Aircraft Accidents (New)

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS/P-PE-813.
Class of Individuals: Employees of CSIS.
Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS.
Consistent Uses: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the records are destroyed. In instances where no claim has been submitted to the Crown, the record is kept for three years following the date of the accident and then destroyed.

However, liability release forms are attached to another record for permanent retention.
TBS Registration Number: 002141

SIS/P-PE-815

Security Clearances (New)
Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to the security clearances of employees, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record.
Class of Individuals: Employees of CSIS.
Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees; to determine the level of security clearance and to provide information for the administration of government security measures.
Consistent Uses: To support decisions on transfers, promotions, discipline continuance and termination of employment.
Retention and Disposal Standards: Records are presently held indefinitely pending development and approval of disposal policy.
TBS Registration Number: 002142

SIS/P-PE-816

Grievances (New)
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions concerning classification grievances, and correspondence about grievances.
Class of Individuals: Employees of CSIS.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to Public Service Staff Relations Board.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.
Retention and Disposal Standards: Records related to grievances or appeals are retained for two years after which the records are destroyed. Records of issues referred to the Public Service Staff Relations Board for resolution are held indefinitely.
TBS Registration Number: 002143

SIS/P-PE-817

Discipline (New)
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Employees of CSIS.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary actions.
Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: Two years following the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, the documentation of the action concerned is immediately destroyed.
TBS Registration Number: 002144

SIS/P-PE-818

Performance Reviews and Employee Appraisals (New)
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Employees of CSIS.
Purposes: The purpose of this bank is to maintain information regarding the level of performance of individual employees within CSIS, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.
Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Records are attached to the Employee Personnel Record and thus are subject to the retention and disposal criteria set out for that bank.
TBS Registration Number: 002145

SIS/P-PE-819

Travel and Relocation (New)
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.
Class of Individuals: Employees of CSIS.
Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees.
Consistent Uses: To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims.
Retention and Disposal Standards: Records are destroyed two years following the fiscal year in which the travel or relocation claim was settled.
TBS Registration Number: 002146

SIS/P-PE-820

Employee Assistance (New)
Description: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from, a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, Health and Welfare Canada. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropsiate institutional personal information bank and not held with EAP files.
Class of Individuals: Employees of CSIS.
Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program, and to determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.
Consistent Uses: To support decisions regarding employee assistance measures.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
TBS Registration Number: 002147

SIS/P-PE-821

Identification and Building-Pass Cards (New)
Description: This bank contains photographs, identification forms including social insurance number, and correspondence related to the issuance of identification and building-pass cards. Provision of the SIN by individuals is not mandatroy.

Class of Individuals: Employees of CSIS.
Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.
Consistent Uses: To issue identification and building-pass cards.
Retention and Disposal Standards: Records are presently held indefinitely pending development and apporoval of disposal policy.
TBS Registration Number: 002151

SIS/P-PE-822
Incentive Awards (New)
Description: This bank includes information on employees who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practiced suggestions for improvement of public service of CSIS operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award.
Class of Individuals: CSIS employees who have been nominated for awards under the federal government's Incentive Awards Plan.
Purpose: To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.
Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.
Retention and Disposal Standards: Records are destroyed three years after the most recent documentation.
TBS Registration Number: 002152

STANDARD BANKS

SIS/PSE-904
Pay and Benefits (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002130

SIS/PSE-914
Parking (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002131

SIS/PSE-915
Conflict of Interest and Post-Employment Code (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002132

SIS/PSE-918
Affirmative Action Program (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002133

SIS/PSE-919
Personal Harassment (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002134

Deleted Personal Information Banks

The following personal information banks have been incorporated into other personal information banks maintained by this insititution:

SIS/P-PE-801	CSIS Employee Personnel Records
SIS/P-PE-802	CSIS Employee Service Records
SIS/P-PE-803	Competitions
SIS/P-PE-804	Employee Grievance Records
SIS/P-PE-805	Employee's Discipline and Quashed Discipline Records
SIS/P-PE-806	Pay and Benefits
SIS/P-PE-807	Casual Employees

THE CANADIAN WHEAT BOARD

Chapter 29

THE CANADIAN WHEAT BOARD

Background

The Canadian Wheat Board was established by the *Canadian Wheat Board Act* in 1935 to provide for the orderly marketing of wheat, and since 1949, oats and barley, produced in the area designated by the Act.

Overall Responsibilities

The Board is obliged by law to purchase wheat, oats and barley offered to it for sale by producers at an elevator or railway car and to pay an initial payment for same in accordance with the Act. The Board is then obliged to market this grain in interprovincial and international markets. The surplus proceeds received upon sale and available for distribution are divided equitably among the producers delivering grain to the Board after the initial payment made to the producers and the Board's operation costs are deducted. The Board is also responsible for administering a delivery quota system which is designed to ensure equality of delivery opportunity among producers wishing to deliver grain for sale in interprovincial and international markets to elevators and railway cars. The Board also administers the *Prairie Grain Advance Payments Act* pursuant to which advance payments are made to producers undertaking to deliver wheat, oats and barley as quotas permit.

Access Procedures

Please address enquiries to:

Privacy Co-ordinator
The Canadian Wheat Board
P.O. Box 816
Winnipeg, Manitoba
R3C 2P5

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Country Services Division

CWB/P-PU-005
Grain Growers Payment Records

This bank contains a record of each payment made to grain growers which resulted from an increase in the price paid for grain or from the profits realized from the sale of grain by the Canadian Wheat Board. The information is maintained to control the value of payments and monitor bank cashings, lost cheques, uncashed cheques, etc. Statements are produced showing the value of payments by district(s), kind of grain, date of issuance, date of bank clearance and for other control purposes. Files are retained for seven years.

CWB/P-PU-010
Grain Growers Advance Payment Records

This bank is used to record the value of cash advances issued and refunds received from grain growers under the *Prairie Grain Advance Payments Act*. The information gathered is used to monitor the grower's repayment of monies advanced. Repayment is conditional on the grower's delivery and sale of grain as soon as he or she is able to do so. The information is shared with grain companies that act as agents of the Board in making and collecting cash advances. The information is summarized and controlled as required by the federal government. Files are retained for three years following the retirement of the advance payment.

CWB/P-PU-015
Grain Growers Delivery Records

This bank contains a record of each producer certificate issued to a grower by a grain company, in payment for the grower's delivery of grain to the Board account. The growers delivery records are the basis for equitable distribution of profits realized from the sale of grain by the Canadian Wheat Board. The information produces statistical statements by district(s), grain company and type of grain. Files are retained for seven years.

CWB/P-PU-020
Grain Growers Permit Records

This bank is used to establish and maintain a record of each grain growers' entitlement to market grain under the quota system. The permit book application information is used to monitor and record grain growers' delivery and sale of grain to Board Account and verify grain growers' entitlement for Cash Advances under the *Prairie Grain Advance Payments Act*. The grower's name and address are used to distribute profits realized from the sale of grain. Some of the information is shared with the Western Grain Stabilization Authority as well as the growers' choice of grain company. Summary statements are produced by district(s) and type of grain for planning purposes. Files are retained for seven years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to:

Co-ordinator
The Canadian Wheat Board
423 Main Street
Winnipeg, Manitoba
R3B 1B3
(204) 949-3413

STANDARD BANKS

CWB/-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000309

CWB/-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000310

CWB/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000311

CWB/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000312

OFFICE OF THE CHIEF ELECTORAL OFFICER

Chapter 30

OFFICE OF THE CHIEF ELECTORAL OFFICER

Overall Responsibilities

Operations Branch

The Branch supervises the administrative conduct of federal elections; trains federal returning officers; prepares books of instructions for election officers; applies the provisions of the Act pertaining to the eligibility of persons to vote; supervises the revision of polling division boundaries; compiles statistics and statutory reports and, as required, assists eleven electoral Boundaries Commissions in carrying out their mandate under the *Electoral Boundaries Readjustment Act* to determine the boundaries of the electoral districts assigned to each province.

Election Financing Branch

The Branch maintains registries of political parties and registered agents, examines the election expenses returns of candidates and registered political parties at federal elections, establishes the amounts to be reimbursed and arranges payments; refers to the Commissioner of Canada Elections those cases where a breach of the *Canada Elections Act* is suspected; audits and pays statements of fees and claims submitted by election officers.

Commissioner of Canada Elections

The Commissioner of Canada Elections is responsible by Statute for ensuring, under the general supervison of the Chief Electoral Officer, that the provisions of the *Canada Elections Act* are complied with and enforced.

Access Procedures

Please direct enquiries to:

Privacy Co-ordinator
Office of the Chief Electoral Officer
440 Coventry Road
Ottawa, Ontario
K1A 0M6

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

CEO/P-PU-005
Election Operations

This information bank contains data on returning officers appointed by Order-in-Council, the names of candidates and their official agents as recorded in the candidates' nomination papers, as well as the names of the electors who sign the candidates' nomination papers; preliminary lists of electors; revising officers' record sheets; record of decisions in cases involving a person's eligibility to vote; complaints with respect to the manner in which election officers discharge their duties; personal data on individuals who are deprived of their right to vote and/or be a candidate because of a conviction for a corrupt or an illegal practice under the *Canada Elections Act*. This information relates to the Canadian electorate and candidates at federal elections. It has been compiled following the preparation of voters' lists and the completion of nomination papers as required by the Act. Candidates use voters' lists during their election campaign and at polling stations to check on the right to vote of citizens. Nomination papers and voters' lists are public documents only during the election and can be inspected at the office of the returning officer during the election; after the election the Chief Electoral Officer retains these documents. All election documents, as defined by the Act, are retained by the Chief Electoral Officer for a period of one year following the election as required by the Act. After that year, most of those documents are sent to National Archives of Canada; voters' lists are microfilmed.

CEO/P-PU-010
Election Financing

This information bank contains the names and addresses of candidates, official agents and auditors; the name of each registered political party; their registered agent and auditor; the officers and the registered agents of each party; the election expenses returns of candidates seeking election to the House of Commons and of registered political parties; the amounts of money reimbursed to political parties and candidates who qualify; the name and address of each election officer and other personal data; the amount of fees paid and claims reimbursed to election officers and the particulars of cases referred by the Election Financing Branch to the Commissioner of Canada Elections for review. This information relates to candidates, official agents and auditors; chief agents, political parties, auditors, officers and registered agents; and election officers, e.g., returning officers, election clerks, deputy returning officers, poll clerks, enumerators, revising officers and revising agents. This information is necessary in order to reimburse election expenses of candidates and political parties as well as to pay fees to various election officers for their services in connection with a federal election. Copies of candidate and party returns are maintained on microfiche at the National Archives of Canada. Information relating to election officers is disposed of in the same manner as all other financial payment records.

CEO/P-PU-015
Files of the Commissioner of Canada Elections

This information bank houses correspondence with respect to the appointment of persons who represent the Commissioner during elections, the names of lawyers who act as counsel, and particulars of complaints alleging violations of the Act. The information in this bank is used by the Commissioner of Canada Elections, the R.C.M.P. for investigative purposes, and the Courts in deciding on the guilt or innocence of an accused person. This information relates to representatives of the Commissioner, names of lawyers acting as Counsel, and complaints and subjects of complaints. It was compiled for investigative purposes to ensure compliance with the *Canada Elections Act*. The bank's information can be used for investigations and prosecutions under the *Canada Elections Act*. Information is retained for ten years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given above.

STANDARD BANKS

CEO/P-SE-901
Employee Personnel Record (New)
See Standard Bank Descriptions (Section II).
***TBS Registration Number:* 002238**

CEO/P-SE-902
Staffing (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002239

CEO/P-SE-903
Attendance and Leave (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002240

CEO/P-SE-904
Pay and Benefits (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002241

CEO/P-SE-905
Training and Development (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002242

CEO/P-SE-906
Official Languages (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002243

CEO/P-SE-907
Occupational Safety and Health (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002244

CEO/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002245

CEO/P-SE-909
Security Clearances (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002246

CEO/P-SE-910
Grievances (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002247

CEO/P-SE-911
Discipline (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002248

CEO/P-SE-912
Performance Reviews and Employee Appraisals (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002249

CEO/P-SE-913
Travel and Relocation (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002250

CEO/P-SE-914
Parking (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002251

CEO/P-SE-915
Conflict of Interest and Post-Employment Code (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002252

CEO/P-SE-916
Employee Assistance (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002253

CEO/P-SE-917
Identification and Building-Pass Cards (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002254

CEO/P-SE-918
Affirmative Action Program (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002255

CEO/P-SE-919
Personal Harrassment (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002256

CEO/P-SE-920
Incentive Awards (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002257

Deleted Personal Information Banks

The following personal information bank has been deleted because its content can be found in other personal information banks:

CEO/P-PE-801 Employee Information

OFFICE OF THE COMMISSIONER OF OFFICIAL LANGUAGES

Chapter 31

OFFICE OF THE COMMISSIONER OF OFFICIAL LANGUAGES

Overall Responsibilities

The terms of reference of the Office of the Commissioner of Official Languages (OCOL) are set out in the *Official Languages Act*. This legislation was passed in July 1969 and came into effect in September of that year. The terms of reference consist of ensuring recognition of the status of each of the official languages and compliance with the spirit and intent of the Act in the administration of the affairs of the institutions of Parliament and the Government of Canada. The first Commissioner took office on April 1, 1970.

The Commissioner fulfils his or her duties in three ways: he/she investigates complaints regarding matters governed by the *Official Languages Act;* he/she carries out studies, research, analyses and audits with respect to the equal status of and rights and privileges connected with the official languages; and, lastly, he/she encourages application of the Act by providing information and advice, and by working with the public as well as with federal organizations. The Commissioner's mandate encompasses the entire federal apparatus — departments, agencies, Crown corporations, and so on.

Access Procedures

Any formal requests for consultation of private information should be sent to:

Privacy Co-ordinator
Office of the Commissioner of Official Languages
13th Floor
110 O'Connor Street
Ottawa, Ontario
K1A 0T8
(613) 996-5003

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

COL/P-PU-005
Complaints and Audits
Description: Language audit working papers and complaints files document the nature, extent and scope of the linguistic audit work performed and of complaints investigated.
Class of Individuals: Individuals who file complaints with the Commissioner of Official Languages and individuals contacted by the Office regarding its investigations.
Purpose: The information in these files is to support conclusions drawn, and recommendations made, by the Commissioner of Official Languages in the performance of his or her duties pursuant to the *Official Languages Act*.
Consistent Uses: In accordance with the requirements of the *Official Languages Act*, the Commissioner reports annually to Parliament on matters which he or she considers to be of significance arising out of the investigations and audits conducted in the performance of his or her statutory mandate. Every precaution is taken in these circumstances to eliminate personal information from the report involved and, in so doing, protect privacy.
Retention and Disposal Standards: Twenty years.
PAC# = 78-031
TBS Registration Number: 001261

COL/P-PU-010
Commissioner of Official Languages Information Distribution
Description: Files kept are on individuals and organizations to whom information produced by the Office of the Commissioner of Official Languages (OCOL) and pertaining to official languages issues is distributed. The specific information filed comprises: name, address, occupation, telephone number and official language preference of the individual or organization, and the information requested.
Class of Individuals: The information pertains to individuals who have requested information and to persons in positions of official language significance designated by the OCOL for receipt of information. Subcategories include: federal and provincial political representatives; public servants; official language minorities; media; libraries; educators; and interested citizens.
Purpose: For distribution, analytical and statistical purposes, files are kept on individuals and organizations who receive information produced by the OCOL, and other information pertaining to official languages in Canada in general.
Consistent Uses: This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose. Third-party access to this may be linked to a multiple OCOL bank of information number for more extensive evaluations.
Retention and Disposal Standards: Eleven thousand names and records are stored electronically on a permanent distribution list which is updated annually. In addition, 90,000 names of persons who have made a one-time request for information are stored on paper or electronically, and held for a three-year period.
PAC# = 78-001
TBS Registration Number: 001262

Classes of Personal Information

Policy and Regional Operations

In order to keep abreast of trends, and with a view to ensuring recognition of the status of Canada's official languages in co-operation with individuals and organizations, the Policy and Regional Operations Branches keep some information on those organizations and individuals with whom it is necessary for the Commissioner's office to communicate on a regular basis, to obtain or verify information having to do with minority official language rights: languages and education; federal official languages programs; and private sector initiatives in the area of official languages. At this point these files are mainly in the form of lists of names and addresses; they do not contain any personal information beyond that which is necessary to identify the person and/or organization. They are located in Ottawa and in the five regional offices — Edmonton, Winnipeg, Sudbury, Montréal and Moncton.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the address given under Access Procedures.

PARTICULAR BANKS

The following banks are located at headquarters.

COL/P-PE-801
Complaints and Audits

Language audit working papers and complaints files document the nature, extent and scope of the linguistic audit work performed and of complaints investigated. The information in these files is to support conclusions drawn, and recommendations made by the Commissioner of Official Languages in the performance of his or her duties pursuant to the *Official Languages Act*. The Commissioner reports annually to Parliament on matters which he or she considers to be of significance, arising out of investigations conducted in the performance of the Commissioner's statutory mandate. These papers and files are maintained for 25 years. The audits are published and are made available to the public, but the information in the files, compiled in the course of investigations of complaints, is confidential by virtue of section 28 of the *Official Languages Act*.

COL/P-PE-802

Enquiries

For distribution, analytical and statistical purposes, files are kept on requests received for information materials produced by the Office of the Commissioner of Official Languages and for information pertaining to official languages issues in general. The specific information thus filed comprises the name and address and/or telephone number of the individual or group and the information requested. Information in a given file or set of files is kept for a lapse-time of three years. The total number given hereunder includes 11 000 names entered on a standing distribution list for OCOL information materials.

STANDARD BANKS

The following banks are located at headquarters.

COL/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001263

COL/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).

COL/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001364

COL/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001365

COL/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

COL/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001266

COL/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II). PAC = 78-001
TBS Registration Number: 001267

COL/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001268

COL/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001269

COL/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001270

COL/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).

COL/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001271

COL/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001272

COL/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001273

COL/P-SE-916
Employee Assistance to
See Standard Bank Descriptions (Section II).
PAC# = 78-001

COL/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 78-001
TBS Registration Number: 001274

COL/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).

COL/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).

OFFICE OF THE COMPTROLLER GENERAL

Chapter 32

OFFICE OF THE COMPTROLLER GENERAL

Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the *Financial Administration Act* on June 30, 1978. The Comptroller General reports to the President of the Treasury Board. The role of the Office of the Comptroller General (OCG) is to see to the establishment of sound financial management in the federal government.

OCG officials work with program managers and functional specialists in departments to establish policy and to give advice on financial management, particularly in such areas as financial administration, operational planning and control, financial management systems, internal audit, and program evaluation.

The Office of the Comptroller General has four branches and two units.

Access Procedures

Please address enquiries to:

Access to Information and Privacy Co-ordinator
Office of the Comptroller General of Canada
L'Esplanade Laurier
West Tower, 9th Floor
300 Laurier Avenue West
Ottawa, Ontario
K1A 1E4
(613) 957-7071

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

OCG/P-PU-005
Applications for Employment
Description: This bank contains applications for employment with the Office of the Comptroller General. These requests usually consist of a letter containing such information as name, address, education and work experience. These applications are screened when positions become available.
Class of Individuals: Individuals requesting employment with the Office of the Comptroller General.
Purpose: This bank serves as a reference when positions become vacant.
Consistent Uses: The bank is used to store information on individuals requesting employment with the Office of the Comptroller General.
Retention and Disposal Standards: Records are retained for two years and are then destroyed.
PAC# = 86-001
TBS Registration Number: 001890

OCG/P-PU-010
Personal Service Contracts
Description: This bank contains the contracts placed with the Office of the Comptroller General and supporting documents, the types of services rendered, the lengths of contracts and records of money expended.
Class of Individuals: Individuals hired under personal contracts by the Office of the Comptroller General.
Purpose: The bank is used for accounting, reference and statistical purposes.
Retention and Disposal Standards: Files are retained for six years and are then destroyed.
PAC# = 86-001
TBS Registration Number: 001891

OCG/P-PU-015
Access Requests
Description: This bank contains the requests under the *Access to Information Act* to access records under the control of the Office of the Comptroller General, the replies to such requests, and any other information relevant to the processing of the requests.
Class of Individuals: Individuals requesting access to certain documents or files of the Office of the Comptroller General.
Purpose: This bank is used to process requests as well as for research and statistical purposes.
Retention and Disposal Standards: Records are kept for two years after last administrative action has been taken and are then destroyed.
PAC# = 86-001
TBS Registration Number: 001892

OCG/P-PU-020
Privacy Act Requests
Description: This bank contains the requests submitted under the *Privacy Act*, the replies to such requests and any other information relevant to the processing of the requests.
Class of Individuals: Individuals requesting access to certain documents or files of the Office of the Comptroller General.
Purpose: This bank is used for the processing of requests as well as for research and statistical purposes.
Retention and Disposal Standards: Records are kept for two years after last administrative action has been taken and are then destroyed.
PAC# = 86-001
TBS Registration Number: 001893

Classes of Personal Information

In the course of conducting the program and activities of the Office of the Comptroller General of Canada, categories of personal information may be accumulated which are stored as part of the general subject files (e.g. Committee of Senior Officials (COSO), Human Resources Skills Development, and Improvement of Management Practices and Controls), where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if further information is provided concerning a specific activity. The retention period for these classes of personal information is controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the Privacy Co-ordinator at the address given under Access Procedures.

CENTRAL BANKS

OCG/P-CE-701
Internal Auditor Developmental Assignments Program (New)
Description: This bank contains information on short-term exchanges of auditors between departments and with central agencies.
Class of Individuals: Internal auditors in the federal government.
Purpose: The bank provides information that will be used for the

career development of internal auditors. It will help bring new ideas on expertise to their asssigned audit groups.
Consistent Uses: The information is used to monitor the progression of the participants and to review the results of the Program.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
Related to COR: OCG/MPB-037
TBS Registration Number: 001869

OCG/P-CE-702
Financial Officers Recruitment and Development (New)
Description: This bank contains data related to the recruitment, appointment, training and general administration of the Financial Officer/Internal Auditor Recruitment and Development Progam (FORD) administered by the Office of the Comptroler General.
Class of Individuals: Individuals participating as candidates in the FORD Program.
Purpose: The bank provides a record of the information used in the administration of the FORD Program.
Consistent Uses: The bank is used to monitor the training and progression of the candidates through the various stages of the FORD Program.
Retention and Disposal Standards: Records are retained for two years after completion of the requirements of the FORD Progam, after which period the records are destroyed.
Related to COR: OCG/PDB-125
TBS Registration Number: 002188

STANDARD BANKS

OCG/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001516

OCG/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001517

OCG/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001518

OCG/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001519

OCG/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001520

OCG/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001521

OCG/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001522

OCG/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001523

OCG/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001524

OCF/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001525

OCG/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001526

OCG/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001527

OCG/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001528

OCG/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001529

OCG/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001708

OCG/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001709

OFFICE OF THE CORRECTIONAL INVESTIGATOR

Chapter 33

OFFICE OF THE CORRECTIONAL INVESTIGATOR

Background

The Office of the Correctional Investigator was established by Part II of the *Inquiries Act*. The office investigates complaints from inmates as defined in the *Penitentiary Act* and reports upon problems of inmates that fall within the responsibility of the Solicitor General of Canada and meet the following conditions:

(1) The subject matter of the complaint concerns an incident occurring within twelve months of the lodging of the complaint;

(2) The complainant has taken, in the opinion of the Commissioner, all reasonable steps to exhaust legal or administrative remedies;

(3) The subject matter of the complaint does not involve the preparation of material for consideration by the National Parole Board.

The Commissioner need not investigate if the subject matter of a complaint has previously been investigated, or in the opinion of the Commissioner, a person complaining has no valid interest in the matter.

Access Procedures

Please address enquiries to:

Access to Information and Privacy Co-ordinator
Office of the Correctional Investigator
P.O. Box 2324
Station D
Ottawa, Ontario
K1P 5W5

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

OCI/P-PU-005
Complaints

A file is maintained on each inmate who has complained to the office and contains correspondence and interview reports with the complainant as well as information concerning action taken. All information is collected for the purpose of dealing with and attempting to resolve matters of complaint and reporting problems to the Solicitor General of Canada on an annual basis. Information is kept for a period of two years after completion of an investigation.

Classes of Personal Information

The class contains personal information which does not qualify as a bank of information but has reached the Office of the Correctional Investigator as a result of such activities as visits by Correctional Investigator staff to institutions, requests for particulars concerning administrative policies at all levels, minutes of meetings with various inmate committees, or with institutional and volunteer groups. When requesting access, an individual must provide the name of the institution about which information is requested and the approximate date of the event prompting the information held.

CORRECTIONAL SERVICE OF CANADA

Chapter 34

CORRECTIONAL SERVICE OF CANADA

Background

In 1977, the Correctional Service of Canada (CSC) was formed through the amalgamation of the Canadian Penitentiary Service and the National Parole Service. The Correctional Service of Canada, as it stands today, provides programs for offenders from pre-admission until the expiration of their sentence. It operates on the basis that the offender must be viewed from physical, emotional and cultural aspects.

Overall Responsibilities

The Correctional Service of Canada, as part of the criminal justice system, has as its mission to contribute to the protection of society by exercising safe, secure and humane control of offenders while helping them become law-abiding citizens. The Correctional Service carries out its mandate pursuant to the *Penitentiary Act* and other relevant statutes such as the *Parole Act*, the *Young Offenders Act*, the *Prisons and Reformatories Act*, the *Criminal Code of Canada*.

In order to carry out its responsibilities, the Correctional Service creates files to hold information on prisons, organizations and occurrences that affect or may affect it in the carrying out of its mandate. Information must be collected from and shared with numerous sources, such as the community at large, with special consideration for victims of crime; federal law enforcement agencies, such as the RCMP, CPIC; municipal, regional and provincial police forces; municipal, regional and provincial government bodies; foreign governments; other federal departments or agencies such as the National Parole Board, the Department of External Affairs, the Department of Employment and Immigration; and after-care agencies and medical authorites. The information is contained in the banks listed hereafter.

Access Procedures

All access requests should be addressed to:

Access to Information and Privacy Co-ordinator
Correctional Service of Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
(613) 995-3689

While employees of the Correctional Services of Canada may pursue this route to gain access to their records, they are encouraged to request access from their local personnel offices.

Access requests must be accompanied by name and birth date of the person mentioned in the personal information bank; where an offender bank is being accessed, the requestor must indicate the Finger Print Sheet number and the name of the penal institution or of the parole office. Where the requestor is an ex-offender, he/she must also provide his warrant expiry date and the name of the penal institution from which he was released.

Access requests to specific banks can necessitate additional information. This information has been indicated in the related banks. If only a specific docket or some specific subject matter is being sought, the requestor should note this on the Access to Information Request Form. Any additional access requirements for specific banks or classes of records are included in their descriptions.

Please note that for all personal information banks related to offenders, the Consistent Uses also includes the disclosure of certain information to victims of offenders in accordance with paragraph 8(2)(*a*) of the *Privacy Act*.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Offender Information

This category encompasses all operational information required on offenders for the Correctional Service of Canada to carry out its mandate as contained in the *Penitentiary Act*, the *Parole Act* and other statutes.

CSC/P-PU-025
Admission and Discharge
Description: This bank contains admission and discharge records and data on the personal effects of incoming and outgoing offenders.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To compile an inventory listing of an offender's cell and stored effects, monies and securities, valuables and other important documents.
Consistent Uses: This bank assists in the processing of claims against the Crown and in accessing the personal effects of inmates.
Retention and Disposal Standards: Records are retained until the offender attains 70 years of age or five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023
Related to COR: CSC/COB-230
TBS Registration Number: 001075

CSC/P-PU-030
Case Management — Community
Description: This bank contains records and data on an offender's release programs as well as background information on his/her incarceration. It may contain information provided under expressed or implied confidentiality related to the offender's conduct, such as routine police reports, community investigations and information of a general investigative nature.
Class of Individuals: Individuals who are or have been incarcerated in a federal institution.
Purpose: To provide documentation to assist in the decision-making process for parole.
Consistent Uses: This bank is used in the preparation of penitentiary placement and release. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions in the areas of employment and education, corrections, health care and social services; law enforcement agencies in other governments; other municipal, regional, provincial and federal departments/agencies such as the RCMP, CPIC, NPB, External Affairs, Employment and Immigration Canada.
Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023
Related to COR: CSC/COB-230
TBS Registration Number: 001076

CSC/P-PU-035
Case Management — Institution "A"
Description: This bank contains sensitive information on all offenders incarcerated in federal institutions. It may contain information provided under expressed or implied confidentiality related to the

offender's conduct, such as routine police reports, community investigations and information of a general investigative nature.

Class of Individuals: Individuals who are or have been incarcerated in a federal institution.

Purpose: To assist in the case management process for the offender.

Consistent Uses: This bank is used in the decision-making process for determining the type of institution in which an offender should be incarcerated and the type of custody; the type and number of escorts required in cases of temporary absences or transfer; plans and progress in regard to preparation for release. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions in the areas of employment and education, corrections, health care and social services; law enforcement agencies in other governments; other municipal, regional, provincial and federal departments/agencies such as the RCMP, CPIC, NPB, External Affairs, Employment and Immigration Canada.

Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023

Related to COR: CSC/COB-230

TBS Registration Number: 001077

CSC/P-PU-040

Case Management — Institution "B"

Description: This bank contains applications submitted by an offender as well as notifications given to an offender on case management and financial matters.

Class of Individuals: Individuals who are or have been incarcerated in a federal institution.

Purpose: To record requests and events of short-term significance, such as escorted temporary absence permit, performance notice, application for transfer (inmate), etc.

Consistent Uses: This bank is used in the day-to-day management of offenders. Information may also be shared with victims or potential victims of offenders.

Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023

Related to COR: CSC/COB-230

TBS Registration Number: 001078

CSC/P-PU-045

Discipline and Dissociation

Description: This bank contains discipline and dissociation records and data on disciplinary measures taken against the offender as a result of breaches of institutional regulations, or irregularities.

Class of Individuals: Individuals who are or have been incarcerated in a federal institution.

Purpose: To document disciplinary measures taken against an offender.

Consistent Uses: To assist in the decision-making process for parole, temporary absence and transfer applications as well as in sentence calculation.

Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023

Related to COR: CSC/COB-345; 365

TBS Registration Number: 001079

CSC/P-PU-050

Education and Training

Description: This bank contains education and training records and data created while an offender is incarcerated in an institution.

Class of Individuals: Individuals who are or have been incarcerated in a federal institution.

Purpose: The purpose of this bank is to document the education and training progress of an offender.

Consistent Uses: The information is used to monitor an offender's education and training progress. Information may be shared with the private sector, other federal departments/agencies, and provincial, regional and municipal levels of government in areas such as corrections, social services, health, education and employment.

Retention and Disposal Standards: Records are retained until an offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives.
PAC# = 71-023

Related to COR: CSC/OPB-165

TBS Registration Number: 001080

CSC/P-PU-055

Employment

Description: This bank contains records and data on an offender's employment within the institution and the community.

Class of Individuals: Individuals who are or have been incarcerated in a federal institution.

Purpose: To evaluate and assess an offender's progress and employability.

Consistent Uses: To monitor and evaluate employment and pay progess. Information may be shared with the private sector, other federal departments/agencies, provincial, regional and municipal levels of government in areas such as corrections, social services, health, education and employment.

Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023

Related to COR: CSC/OPB-150

TBS Registration Number: 001081

CSC/P-PU-060

Offender Health Care

This bank contains records on an offender's health care within the federal insititution and the community. The records within the bank are segregated into three dockets, namely, medical and surgical, dental, and psychiatric. The dockets contain health care histories, tests results and interpretations, X- rays, treatment provided and related information. This bank relates to individuals who are or have been incarcerated in a federal institution. The bank is used for treatment purposes, and to record and respond to offender health care problems such as illness or injury. Certain health care records are used for research, evaluation and training purposes, but no decisions directly affecting the individual result from these uses. Information may also be shared with the private sector in the areas of health and social services, and with the public sector in the areas of health and social services, the Employment Accident Compensation Program and corrections. These records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023

Related to COR: CSC/HCB-325; 330; 335; 340; 341

CSC/P-PU-061

Psychiatric Treatment Centres

Description: This bank contains psychiatric records and some medical information pertaining to offenders treated in psychiatric treatment centres.

Class of Individuals: Individuals who are or have been incarcerated in a federal psychiatric treatment centre.

Purpose: This bank is used for treatment purposes and to record offenders' mental health problems.

Consistent Uses: The information recorded in this bank can be used for the transference of the offender to a provincial psychiatric treatment centre after the last warrant expiry date. Information may also be shared with the private sector, and with the public sector in the areas of health, social services and corrections.

Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.

PAC# = 71-023

Related to COR: CSC/HCB-340

TBS Registration Number: 001585

CSC/P-PU-065

Preventive Security Records

This bank contains records, such as incident reports, police intelligence reports, criminal profiles, modus operandi and any other data related to incidents. Records are maintained on offenders, staff and external groups who provide information on or are involved or implicated in the incidents. It is used to prevent, reduce and control various incidents. These records are used to assist in the classification, transfer and special handling of dangerous offenders. Information may also be shared with law enforcement agencies at all levels of government — municipal, regional, and provincial, and with federal departments/agencies, such as the RCMP, the NPB, and CPIC. The records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.

PAC# = 71-023

Related to COR: CSC/COB-345; 400

CSC/P-PU-070

Psychology

Description: This bank contains psychological records and data such as psychological assessments, test results, and correspondence related to the offender's treatment

Class of Individuals: Individuals who are or have been incarcerated in a federal institution.

Purpose: To provide a psychological profile of an offender and to determine any treatment required.

Consistent Uses: The bank assists in individual program planning, classification of an offender and transfers; and allows the monitoring of psychological treatment received. Information may be shared with the private sector, other federal departments and other levels of government in the areas of corrections and social services, health care, education and employment.

Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.

PAC# = 71-023

Related to COR: CPS/HCB-341

TBS Registration Number: 001082

CSC/P-PU-075

Sentence Administration

Description: This bank contains records and data related to the administration of an offender's sentence such as records of earned remission, sentence computation and transfer warrant.

Class of Individuals: Individuals who are or have been incarcerated in a federal institution.

Purpose: To ensure that policies and procedures on the administration of the offender's sentence are followed.

Consistent Uses: To control the administration and legal documents pertaining to an offender's incarceration. Information may be shared with victims or potential victims of offenders, private after-care agencies, other government institutions in the areas of corrections and social services; law enforcement agencies in other levels of government — municpal, regional, provincial — and other federal departments/agencies such as the RCMP, CPIC, NPB, External Affairs, and Employment and Immigration Canada.

Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.

PAC# = 71-023

Related to COR: CSC/COB-260

TBS Registration Number: 001083

CSC/P-PU-080

Visits and Correspondence

Description: This bank contains records and data on an offender's visits and correspondence, such as applications for participation in visiting programs, declaration of common-law union, and listing of visitors.

Class of Individuals: Individuals who are or have been incarcerated in a federal institution.

Purpose: To administer the offender's visits and correspondence privileges.

Consistent Uses: To control the entrance of visitors or contraband into an institution. Information may be shared with victims or potential victims of offenders, private after-care agencies, other government institutions in the areas of corrections and social services; law enforcement agencies in other levels of government — municipal, regional, provincial — and other federal departments/agencies such as the RCMP, CPiC, NPB, External Affairs and Employment and Immigration Canada.

Retention and Disposal Standards: Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.

PAC# = 71-023

Related to COR: CSC/COB-425

TBS Registration Number: 001084

CSC/P-PU-082

Offender Grievances

Description: This bank contains grievances presented by offenders; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and all correspondence about grievances.

Class of Individuals: Offenders who have presented a grievance.

Purpose: The purpose of this bank is to record information used in the grievance process through all levels.

Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process.

Retention and Disposal Standards: The records are disposed of two years following the resolution of grievances. Historical records are transferred to the National Archives of Canada.

PAC# = 71-023

Related to COR: CSC/IAD-270

TBS Registration Number: 001584

CORRECTIONAL SERVICE OF CANADA

Public Information

This category encompasses personal information held on members of the general public. This information is also contained in CSC/P-PU-080: Visits and Correspondence. When applying for personal information, the requestor must fill in and sign the Personal Information Request form; moreover, as the bank is retrieved by inmate name and FPS number, the requestor must provide: the name of the inmate the requestor was visiting or requesting visiting privileges with, the inmate's FPS number, and date of birth, and the name of institution where the inmate is/was held.

CSC/P-PU-088

Personal Information Request

This bank contains the personal information request forms sent by individuals requesting access to their records, the replies to such requests and information related to their processing. This information relates to individuals who have requested access to personal information. The purpose of this bank is to provide background documentation to assist in decision-making when an exemption is appealed. It is used for processing access requests only, and to report on the number of access requests annually. Records are disposed of two years from the date of request.
Related to COR: CSC/MAB-121

CSC/P-PU-089

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the *Privacy Act*, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(*e*) of the *Privacy Act*, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation.
Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(*e*) of the *Privacy Act* from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation.
Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(*e*) of the *Privacy Act* to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation.
Consistent Uses: Certain parts of this bank can be used by provincial jurisdictions.
Retention and Disposal Standards: Records are retained for two years after completion of the request.
Related to COR: CSC/CML-020
TBS Registration Number: 001582

CSC/P-PU-090

Volunteers

This bank contains records of individuals offering their services on a voluntary basis. Information includes addresses, telephone numbers, biographies, résumés, and security clearances. The information relates to individuals (excluding offenders) who are or have been volunteers. It is used to maintain an inventory of volunteers, and to monitor and control volunteers' activities and achievements. These records are retained for ten years. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023
Related to COR: CSC/OPB-305

CSC/P-PU-095

Employer Program

This bank contains records on individuals, groups, agencies or firms who are involved in creating work opportunities for offenders, such as joint venture projects, or who wish to obtain goods produced and/or services provided by offenders. It is used to manage offender employment programs, to record their expenditures and revenues, to market offender goods and services and to provide statistical and other data about these programs. These records are retained for ten years. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023
Related to COR: CSC/OPB-225

CSC/P-PU-100

Open Competitions

This bank contains information on individuals who have responded to an open competition notice posted by the Correctional Service of Canada. The information includes requests to staff a position, all information regarding the position, all advertising data, all applications and interview data on applicants, screening and selection board reports, offers of appointment and appointment documents. It is used to staff positions through open competitions on referral from applicant inventory, and for statistical studies. These records are disposed of two years after the date of selection of applicant by the competition board. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023

CSC/P-PU-105

Personal Services Contracts

This bank contains records on individuals who have entered into a personal services contract with Correctional Service of Canada. It includes the duties, length of service, remuneration and any other approved terms and conditions deemed necessary. Its purpose is to compile all relevant information regarding personal services contracts. It is used to monitor and evaluate performance and to verify entitlements. These records are disposed of six fiscal years after completion of the contract. Historical records are transferred to the National Archives of Canada.
PAC# = 71-023

CSC/P-PU-110 *Formerly identified as:* Class of personal information

Pardons

Description: When an offender is granted a pardon under the *Criminal Records Act*, all personal information banks pertaining to that individual are segregated from the regular records holdings and are not disclosed for any purpose unless the pardon is revoked and the records are returned to the regular records holdings.
Class of Individuals: Individuals who have been incarcerated in a federal institution or supervised by a federal parole office.
Purpose: The purpose of this bank is to store and protect records of pardons granted under the *Criminal Records Act*.
Consistent Uses: These records cannot be used for any purpose.
Retention and Disposal Standards: The records are normally retained until the offender reaches 80 years of age. Historical records are transferred to the National Archives of Canada.
Related to COR: CSC/HCB-325,330,335,340,341;CSC/OPB-150,165;CSC/COB-230,260,345,365,400,425;CSC/IAD-270.
TBS Registration Number: 002121

Classes of Personal Information

Security Inquiries

This group is a class of records on serious security incidents. For each incident, the report includes the inquiry terms of reference, facts gathered and recommendations. This class of records also encompasses police reports and intelligence assessments and is used to provide documentation to prevent recurrences of security incidents. Individuals seeking access to these records must provide the type of incident, the location and approximate date of the incident. These records are retained for ten years. Historical records are transferred to the National Archives of Canada.

Correctional Investigator Inquiries Records

This group is a class of records on inquiries initiated by the Correctional Investigator. This class of records is used to analyse and make action recommendations resulting from these inquiries conducted by the Correctional Investigator. These records are retained for ten years. Historical records are transferred to the National Archives of Canada.

Disciplinary Court Hearings

This group is a class of records on disciplinary court hearings. For each session of disciplinary court, audio recordings are made which contain the transcripts of the hearings on offenders who have been charged while incarcerated in an institution. This class of records is used to make decisions on the discipline of offenders resulting from the disciplinary court and during the grievances process. Individuals seeking access to these records must provide the name of the institution in which they were charged and the date of the disciplinary hearing. It should be noted, however, that records may be obtained by the offender by sending a written request directly to the warden of the institution where the disciplinary hearing occurred. These records are retained for two years following the suspension of all actions relating to the disciplinary hearing.

Institutional Security Threats

This group is a class of records on national and international groups, organizations and criminals. This class of records is used to provide background information on threats to institutional security and to provide reports on all security investigations to aid in preventing recurrences. Individuals seeking access to these records must provide the location and approximate date of the threat or investigation. These records are retained for ten years. Historical records are transferred to the National Archives of Canada.

Research/Public Opinion Research (New)

This is a class of records generated by research subjects, offenders or staff who participate in research, including public opinion research, on a vast spectrum of topics, conducted in the Correctional Service of Canada. Retrievable records consist of data gathering instruments such as, but not exclusively, questionnaires containing personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and date of the reseach, and any other data that may help to identify and locate the personal information they are seeking.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Access to Information and Privacy Co-ordinator
Correctional Service of Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
(613) 995-3689

The Correctional Service of Canada being composed of five administrative regions, the information banks can be structured differently according to regions and institutions. Thus, the same information is not necessarily recorded according to the following Information Banks. However, all requests must be indicated by the following Bank number(s).

PARTICULAR BANKS

CSC/P-PE-801

Awards and Honours

Description: This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations.

Class of Individuals: Employees of the Correctional Service of Canada.

Purpose: To identfy individuals who have been nominated for or have received awards and/or decorations.

Retention and Disposal Standards: Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada.
PAC# = 78-001

TBS Registration Number: 001085

CSC/P-PE-802

Career Development Programs

Description: This bank contains information related to an employee's work performance in terms of skills, abilities, accomplishments and interests as well as an employee's participation in training and development activities, sponsored by government and non-government organizations.

Class of Individuals: Employees of the Correctional Service of Canada.

Purpose: To determine the level of performance of individual employees with a view to retention, extension of, or rejection on probation, approval of performance pay and annual increments, approval and registration in training and development activities and to certify employee achievements.

Consistent Uses: To support decisions on pay and benefits, attendance and leave, transfers, promotions, demotions, employee assistance, discipline, termination of employment and training and development.

Retention and Disposal Standards: Records are retained until the employee reaches 70 years of age. Historical records are transferred to the National Archives of Canada.
PAC# = 78-001

TBS Registration Number: 001086

STANDARD BANKS

The following banks are located at headquarters and in the regions:

CSC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001087

CSC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001088

CSC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001089

CSC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001090

CSC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001091

CSC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001092

CSC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001093

CSC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001094

CSC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001095

CSC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001096

CSC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001097

CSC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001098

CSC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001099

CSC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001100

CSC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001101

CSC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).

DEFENCE CONSTRUCTION (1951) LIMITED

Chapter 35

DEFENCE CONSTRUCTION (1951) LIMITED

Background

Defence Construction (1951) Limited (DCL) is a Crown corporation as defined in Part VII of the *Financial Administration Act* and listed in Schedule C Part 1 to Schedule 1, to that Act. The company is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence (DND). The company is also known as Defence Construction Canada. It reports to Parliament through the Minister of National Defence.

Access Procedures

Please address any enquiries about the following information banks to:

Director of Personnel
Defence Construction (1951) Limited
SB1 Building
11th Floor
2323 Riverside Drive
Ottawa, Ontario
K1A 0K3
(613) 998-9539

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

DCL/P-PU-005

Construction, Repairs and Maintenance Contract Files

The purpose of this bank is to provide a complete record of all matters relating to the administration of each contract. Data contained in this bank includes requests for contracts from National Defence, tender form and associated documents, contracts, change orders, progress claims, correspondence, shop drawing approvals, equivalent product certificates, completion and final payment forms. This bank is used as a reference so that all transactions between the contractor and Defence Construction Limited are carried out in accordance with the terms of the contract. Access will be permitted with adequate proof of identification and/or authority and will be limited to contracts with unincorporated companies only. Records are retained for six years following completion of contract.

DCL/P-PU-010

Consultant Contract Files

The purpose of this bank is to provide a complete record of all matters relating to the administration of each contract. Data contained in this bank include requests for contracts from National Defence, correspondence on contract negotiations, contracts, change orders, progress claims and other correspondence. This bank, which contains the contract documents, is used as a reference so that all transactions between the consultant and Defence Construction Limited are carried out in accordance with the terms of the contract. Access will be permitted with adequate proof of identification and/or authority and will be limited to contracts with unincorporated companies only. Records are retained for six years following completion of contract.

DCL/P-PU-015
Solicitation Files

The purpose of this bank is to retain information submitted by contractors, consultants and suppliers on the services they provide or the products they manufacture. Data contained in this bank include brochures giving details on experience, names of principals, staff, projects completed, letters giving similar information and pamphlets on manufactured products or equipment. This bank is used for internal reference purposes. Access will be permitted with adequate proof of identification and/or authority. Records are retained until superseded or obsolete.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

PARTICULAR BANKS

DCL/P-PE-801
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000693

STANDARD BANKS

The following banks are located at headquarters.

DCL/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

DCL/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).

DCL/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).

DCL/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

DCL/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

DCL/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).

DCL/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).

DCL/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).

DCL/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).

DCL/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).

DCL/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).

DCL/P-SE-914
Parking
See Standard Bank Descriptions (Section II).

DCL/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).

DCL/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).

DEPARTMENT OF AGRICULTURE

Chapter 36

DEPARTMENT OF AGRICULTURE

Background

The aim of the Department of Agriculture is to develop and assist the Canadian agriculture and food system to provide for the needs of Canadian consumers and export markets in a manner which ensures a dependable supply of safe, nutritious food at reasonable prices; to ensure equitable returns to producers, processors and marketers; and to meet Canadian food and technological aid commitments to international development.

The Minister of Agriculture, the Department and agencies administer 43 acts concerning food and agriculture industries. The activities of the Department extend from the farmer to the consumer, through all phases of production, processing and marketing of crops and livestock. The Department also assists farmers through crop insurance, price stabilization, and agricultural adjustment programs to alleviate losses caused by the weather, changing markets, and certain other hazards. While the collection and use of personal information is necessary for the performance of most activities, it is especially important for the following activities: research; regulation and licensing of imports and exports of livestock and plant products; control and eradication of animal diseases; and administration of the various loan and subsidy programs.

Access Procedures

Please address enquiries concerning personal information banks controlled by the Department of Agriculture, the Canadian Grain Commission, the Agricultural Stabilization Board, the Prairie Farm Rehabilitation Administration (PFRA), and the Canadian Forestry Service to:

Privacy Co-ordinator
Agriculture Canada
Sir John Carling Building
Carling Avenue
Ottawa, Ontario
K1A 0C5

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Food Production and Inspection Branch

DOA/P-PU-005

Livestock Transportation

Description: Information contained in the bank includes records of livestock transported from western to eastern Canada by rail, and to a lesser degree by truck, and indicates both the consignor and consignee of the shipment, the numbers and types of animals involved, and their condition at various points throughout the journey.

Class of Individuals: Consignor, consignee and transporter.

Purpose: The purpose of this information bank is to support the improvement of the conditions under which animals are transported.

Consistent Uses: The use of this bank is to monitor the transportation of animals and particularly livestock in Canada, to identify problems, and to permit corrective action to be taken under the authority of the *Animal Disease and Protection Act* and Regulations.

Retention and Disposal Standards: Information is maintained in this bank for a period of two to 20 years following the shipment.

PAC# = 70-045

Related to COR: DOA/FPI-010

TBS Registration Number: 000870

DOA/P-PU-006

Salmonella and Food-Borne Disease

Description: Information contained in the bank relates to the identity and location of individuals/organizations of interest to officers of the Salmonella and Food-Borne Disease program. It includes their areas of expertise and special interest, membership/position in professional, scientific or industrial organizations or groups, participation in the branch program, and allocation to specific program mailing lists.

Class of Individuals: Information relates to individuals who work in or have interests in salmonella or other food-borne disease problems.

Purpose: The purpose of this information is to enable the branch program officers to identify and to contact the various individuals with interests in salmonella and other food-borne disease problems. It also enables grouping of individuals with similar areas of sub-interest or responsibility and allows modified mailing lists.

Retention and Disposal Standards: Records are held for 20 years.

PAC# = 70-045

Related to COR: DOA/FPI-025

TBS Registration Number: 001710

DOA/P-PU-011

Animal Health Importation Program

Description: This bank contains information related to the importation of animals, animal products and by-products, veterinary biologics and related items. Examples are cattle, horses, poultry, animal semen and embryos, meat, animal hides, veterinary vaccines, serums, toxins, etc. The information relates to permits, applications, quarantines, test results, numbers imported, etc.

Class of Individuals: Information relates primarily to Canadian importers and, to a lesser extent, exporters in other countries.

Purpose: To provide statistical information on imported commodities, to enable tracebacks for disease purposes and to provide an inventory of animals, commodities, owners, etc. for reference and consultation purposes.

Consistent Uses: The bank is used primarily for issuing import permits, quarantining animals and birds, import statistic compilation, tracing back from disease outbreaks, verification of legal entry of animals, etc., into Canada.

Retention and Disposal Standards: Information is maintained in this bank for a period of 20 years.

PAC# = 70-045

Related to COR: DOA/FPI-015

TBS Registration Number: 001711

DOA/P-PU-020

Export of Livestock

Description: Information contained in the bank includes names and addresses of livestock owners, numbers and identification of the livestock exported. The files include records on individuals as well as companies involved in the exporting of livestock such as volume of business, value of contracts and purpose of exportation.

Class of Individuals: Livestock owners and companies exporting livestock.

Purpose: The purpose of this information bank is to support the prevention of the export of diseased livestock and to ensure that the livestock meet the health requirements of the importing countries.

Consistent Uses: The bank is used to monitor the export of animals, to issue health certificates, and to establish uniformity of procedures in the operations of quarantine and inspection of livestock for export.

Retention and Disposal Standards: The information is maintained in this bank for a period of five years.

PAC# = 70-045

Related to COR: DOA/FPI-020

TBS Registration Number: 000873

DOA/P-PU-025

Disease Investigation

Description: Information contained in the bank includes reports on herds in which there have been an unusual number of deaths or other uncommon occurrences; reports from veterinary practitioners reporting unusual occurrences in their area; reports from veterinarians in charge of registered establishments reporting high incidence of disease in one particular herd or flock.
Class of Individuals: Livestock owners who have had uncommon occurrences in their herds or flocks.
Purpose: The purpose of this information bank is to support the monitoring of livestock diseases in Canada in accordance with the *Animal Disease and Protection Act.*
Consistent Uses: The primary use of this bank is to report unusual occurrences of animal disease.
Retention and Disposal Standards: Information is maintained in this bank for a period of 20 years.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000874

DOA/P-PU-026

Veterinary Certification/Investigation

Description: This bank contains reports and memos prepared by the regional director, reports by the regional veterinarian supervisor, reports generated by district veterinarians, training records, files on accredited veterinarians and investigative reports.
Class of Individuals: Veterinarians.
Purpose: The purpose of this information bank is to document allegations of non-compliance with proper procedures for certifying livestock by accredited veterinarians for export purposes under the authority of the *Animal Disease and Protection Act* and Regulations.
Consistent Uses: The information will be used to conduct investigations on the ethics of professional veterinarians and to ensure compliance with procedures so as to ensure the international credibility of Canadian export certification.
Retention and Disposal Standards: Records are held for five years.
PAC# = 70-045
Related to COR: DOA/FPI-005
TBS Registration Number: 001713

DOA/P-PU-030

Herd Test Reports on Bovine Tuberculosis

Description: Information contained in the bank includes the number of animals tested, the number of animals suspected of or suffering from tuberculosis, the location where the infected animals were slaughtered, the amount of compensation paid, and a certificate declaring premises free of disease. This information bank records test results on all herds tested for bovine tuberculosis.
Class of Individuals: Livestock owners of animals suspected of or suffering from tuberculosis.
Purpose: The purpose of this information bank is to support the eradication of bovine tuberculosis.
Consistent Uses: Primary use of this bank is to monitor tuberculosis in Canada and to calculate the payment of compensation for animals slaughtered under the *Animal Disease and Protection Act.*
Retention and Disposal Standards: Information is maintained in this bank for a period of 20 years.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000875

DOA/P-PU-035

Embryo Transfer Centres

Description: Information contained in the bank includes the names and identification of parents of embryos, results of tests of parent and recipient animals, records of animals, animal embryos imported into the country by means of recipient animals or for transfer into recipient animals and records showing the number of animal embryos exported.
Class of Individuals: Individuals whose animals have had embryo transfers performed at embryo transfer centres.
Purpose: The purpose of this information bank is to support the prevention of disease through the process of animal embryo transfer from donor females into recipient females.
Consistent Uses: The bank is used in the monitoring of embryo transfer centres for registration purposes, issuing export certificates and import permits.
Retention and Disposal Standards: Information is maintained in this bank for a period of 20 years.
PAC# = 70-045
Related to COR: DOA/FPI-035
TBS Registration Number: 000876

DOA/P-PU-040

Herd Test Reports on Brucellosis

Description: Information contained in the bank includes reports on herd owners, the number of animals tested, the number of animals suspected of, or suffering from, brucellosis, the location where the infected animals were slaughtered, the amount of compensation paid, and the certificate declaring premises free of disease.
Class of Individuals: Livestock owners of animals suspected of or suffering from brucellosis.
Purpose: The purpose of this information bank is to aid in the eradication of brucellosis.
Consistent Uses: The information is used to evaluate the program and to calculate the payment of compensation for animals slaughtered under the *Animal Disease and Protection Act.*
Retention and Disposal Standards: Information is maintained in this bank for a period of two to twenty years following the testing of an individual's cattle.
PAC# = 70-045
Related to COR: DOA/FPI-035
TBS Registration Number: 000877

DOA/P-PU-045

Herd Test Reports on Johne's Disease (Paratuberculosis)

Description: Information contained in the bank includes the number of animals tested and the number of animals suspected of or suffering from Johne's disease.
Class of Individuals: Livestock owners of animals suspected of or suffering from Johne's disease.
Purpose: The purpose of this information bank is to support the control of Johne's disease in accordance with the *Animal Disease and Protection Act.*
Consistent Uses: Primary use of this bank is to monitor Johne's disease in Canada.
Retention and Disposal Standards: Information is maintained in this bank for a period of 10 years following the testing of an individual's cattle, sheep or goats.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000878

DOA/P-PU-050

Disease Investigation on Reportable Diseases

Description: Information contained in the bank includes reports on individual herds in which a reportable disease has been diagnosed or suspected.
Class of Individuals: Livestock owners who have a reportable disease in their herd or flock.
Purpose: The purpose of this information bank is to support the eradication and/or control of livestock diseases in Canada which are reportable under the *Animal Disease and Protection Act.*

Consistent Uses: The primary use of this bank is to monitor reportable livestock diseases and payment of compensation.
Retention and Disposal Standards: Information is maintained in this bank for a period of 20 years.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000879

DOA/P-PU-055
Artificial Insemination Units
Description: Information contained in the bank includes reports on owners of male donor animals in the A.I. units; name, identification and test results of the animals; records on the amount of semen being imported into the country to be stored at the A.I. units; and records showing the amount of semen exported.
Class of Individuals: Individuals who have had semen collection of their animals done at artificial insemination units.
Purpose: The purpose of this information bank is to support the prevention of diseases through the use of artificial insemination.
Consistent Uses: This bank is used in the monitoring of artificial insemination units and for issuing licences, export certificates and import permits.
Retention and Disposal Standards: Information is maintained in this bank for a period of seven years.
PAC# = 70-045
Related to COR: DOA/FPI-025
TBS Registration Number: 000880

DOA/P-PU-060
Licensing of Swine Producers Feeding Garbage
Description: Information contained in the bank includes copies of permits issued to individuals showing name, address, location and number of swine on premises, building structure and size, number of swine arriving at the premises, number of swine leaving and the location where they were slaughtered. Files contain applications for all garbage feeders operating in Canada.
Class of Individuals: All garbage feeders who have operated or are operating in Canada.
Purpose: The purpose of this information bank is to support the prevention of the introduction of disease through the feeding of garbage to swine in accordance with the *Animal Disease and Protection Act.*
Consistent Uses: The primary use of this bank is to monitor garbage feeding of swine and to license premises in Canada.
Retention and Disposal Standards: Information is maintained in this bank for five years.
PAC# = 70-045
Related to COR: DOA/FPI-030
TBS Registration Number: 000881

DOA/P-PU-065
Canadian Registered Egg Stations
*Description:*This bank contains documentation prepared by federal inspectors on egg station operation and egg station operators' weekly submissions on station volume of graded shell eggs.
Class of Individuals: Egg station operators.
Purpose: The purpose of this bank is to provide an historical record on registered egg stations operation, compliance and throughput.
Consistent Uses: The primary use of the records is to accumulate, for weekly publication, a provincial and Canadian record of egg gradings and production for use by the total Canadian poultry industry.
Retention and Disposal Standards: Information is maintained in this bank for a period of four years after the current year and for one year after cancellation of registration.
PAC# = 74-023
Related to COR: DOA/FPI-035
TBS Registration Number: 000882

DOA/P-PU-070
Canadian Processed Egg Stations
Description: The bank contains documentation prepared by federal inspectors on processed egg station operation and processed egg station operators' weekly submissions on station output.
Class of Individuals: Processed egg station operators.
Purpose: The purpose of the bank is to provide an historical record on Canadian processed egg stations operation, compliance and throughput.
Consistent Uses: The primary use of the bank is to accumulate, for weekly publication, a provincial and Canadian record of processed egg station output for use by the total Canadian poultry industry.
Retention and Disposal Standards: Information is maintained in this bank for a period of four years after the current year or for one year following cancellation of registration.
PAC# = 74-023
Related to COR: DOA/FPI-035
TBS Registration Number: 000883

DOA/P-PU-075
Canadian Registered Hatcheries (Chicken and/or Turkey)
Description: This bank contains documentation prepared by federal inspectors on hatchery operation and hatchery operators' weekly submissions on hatchery output (chicks and/or poults).
Class of Individuals: Chicken/turkey hatchery operators.
Purpose: The purpose of the bank is to provide an historical record on hatcheries registered under the Hatchery Regulations of the *Livestock and Livestock Products Act.*
Consistent Uses: The primary use of the file is to accumulate for weekly publication a provincial and Canadian record of chick and poult production for use by the total Canadian poultry industry.
Retention and Disposal Standards: Information is maintained in this bank for a period of four years after the current year and for one year following cancellation of registration.
PAC# = 74-023
Related to COR: DOA/FPI-035
TBS Registration Number: 000884

DOA/P-PU-080
Canadian Processed Poultry Stations
Description: As per the Processed Poultry Regulations of the *Canada Agricultural Products Standards Act,* this bank contains documentation prepared by federal inspectors on processed poultry station operation and processed poultry station operators' weekly submissions on station production.
Class of Individuals: Poultry station operators.
Purpose: The purpose of the bank is to provide an historical record on processed poultry stations operation, compliance and throughput.
Consistent Uses: The primary use of the files is to accumulate for weekly publication a provincial and Canadian record of processed poultry stations output for use by the total Canadian poultry industry.
Retention and Disposal Standards: Information is maintained in this bank for a period of four years after the current year and for one year following cancellation of registration.
PAC# = 74-023
Related to COR: DOA/FPI-035
TBS Registration Number: 000885

DOA/P-PU-081
Poultry Industry Production and Marketing
Description: This bank contains information on volume, price, market demand and sources of various poultry products and other information on production, processing and supply/demand situations.
Class of Individuals: Wholesale, supermarkets and food service establishments and others involved in marketing and production of poultry and poultry products.
Purpose: The information is used for the review and formulation of

policies, programs and strategies aligned with the market segments which will contribute most to the long-term viability of the poultry industry.
Consistent Uses: The information held in this bank is also used to develop a profile of the Provincial Poultry Production sector; to develop a profile of poultry processing in the province; and to develop a profile of the marketing of poultry products in the provinces. These profiles will provide critical information relating to the development of appropriate commodity-based strategies to producers, producer organizations and processors, and government.
Retention and Disposal Standards: Information is held for three years from the date information is collected.
PAC# = 86-001
Related to COR: DOA/ADB-495
TBS Registration Number: 001838

DOA/P-PU-085

Inspection and Registration — Processed Dairy Products

Description: This bank contains information on the condition of dairy premises, product quality, volumes and countries of origin of imported products.
Class of Individuals: Dairy processors.
Purpose: The purpose of this bank is to support the enforcement of the regulation of dairy products under the mandate of the *Canada Agricultural Products Standards Act* and Regulations.
Consistent Uses: The information is used in regulating the manufacturing, importation, exportation and marketing of dairy products, and in the formulation of government policy.
Retention and Disposal Standards: Records are retained for three years.
PAC# = 74-012
Related to COR: DOA/FPI-060
TBS Registration Number: 000886

DOA/P-PU-090

Licensing Agents and Inspection — Fresh Fruits and Vegetables

Description: This bank includes documentation on product grading, labelling and packaging as well as information on dealers, brokers and commission merchants.
Class of Individuals: Dealers, brokers, and commission merchants of fresh fruits and vegetables.
Purpose: The purpose of this bank is to aid enforcement of the *Canada Agricultural Products Standards Act* and Regulations relating to product quality and marketing of fresh fruits and vegetables.
Consistent Uses: The information is used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements.
Retention and Disposal Standards: Files are retained for three to twenty years.
PAC# = 73-009
Related to COR: DOA/FPI-050
TBS Registration Number: 000887

DOA/P-PU-095

Inspection and Registration — Processed Products

Description: This bank contains documentation on safety, grading, packaging, and labelling of products as well as correspondence and information on food processors, packers, importers, wholesalers, and producers (honey and maple).
Class of Individuals: Processors, packers, importers, wholesalers and producers (honey and maple) of processed products.
Purpose: The purpose of this bank is to aid enforcement of the *Canada Agricultural Products Standards Act* and Regulations relating to the quality and safety of processed products, including honey and maple products.
Consistent Uses: The information is used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements.
Retention and Disposal Standards: Records are retained for five to ten years.
PAC# = 73-009
Related to COR: DOA/FPI-045
TBS Registration Number: 000888

DOA/P-PU-096

Investigations: Violations of Acts and Regulations — FPI

Description: The information contained in this bank consists of narrative reports which describe the action taken in a particular investigation. Coverage consists of persons and/or companies suspected of violating acts and regulations administered by the Food Production and Inspection Branch (FPI).
Class of Individuals: The purpose of this bank is to maintain records to assist in the enforcement of the acts and regulations administered by FPI. Social insurance numbers are collected on narrative reports under the authority of the *Department of Agriculture Act*. The social insurance number is required to properly identify individuals suspected of violating the Act.
Consistent Uses: The information is used primarily to investigate alleged and known violations of acts and regulations administered by FPI.
Retention and Disposal Standards: Records are destroyed five years after investigation is concluded.
PAC# = 86-001
TBS Registration Number: 001875

DOA/P-PU-100

Seed Quality

Description: This bank contains information on purity, labelling, and advertising of seeds, registration of crop varieties and production data. Individuals involved in the production, importation, and marketing of seed are identified by name and address.
Class of Individuals: Seed producers and growers.
Purpose: The purpose of this bank is to monitor and to enforce compliance with the *Seeds Act* and Regulations respecting quality, labelling, and advertising of seeds.
Consistent Uses: To ensure that seed producers and growers are operating in compliance with the Act and Regulations.
Retention and Disposal Standards: Files are retained for 20 years.
PAC# = 72-025
Related to COR: DOA/FPI-105
TBS Registration Number: 000889

DOA/P-PU-101

Survey of Seed Vendors

Description: The bank contains a list of all known vendors of seed in Canada, and the kinds (species) and volume of seed that they sell.
Class of Individuals: Approximately 2 000 seed wholesalers and retailers across Canada (some companies, some individuals).
Purpose: The information enables the Department to design a statistical sampling plan for more effective monitoring of seed sales under the provision of the *Canada Seeds Act* and Regulations.
Consistent Uses: Information is used to compile a seed industry directory comprising the names and addresses of seed vendors. This directory is available to the general public.
Retention and Disposal Standards: Data are retained for ten years.
PAC# = 86-001
Related to COR: DOA/FPI-095
TBS Registration Number: 001837

DOA/P-PU-105

Authorization of Establishments to Certify Seed

Description: This bank contains technical information on seed handling equipment, seed sale data and product compliance data.
Class of Individuals: Seed establishment proprietors.
Purpose: The purpose of this bank is to maintain a record of businesses and individuals who have been authorized to tag and seal certified seed, and/or sell certified seed in bulk, along with technical data on the basis of the authorization and subsequent performance of the seed from such establishments in meeting standards under the *Seeds Act* and Regulations.
Consistent Uses: To assess on the basis of product performance whether authorization should be continued or withdrawn to certify seed.
Retention and Disposal Standards: These files are retained for 10 years.
PAC# = 72-025
Related to COR: DOA/FPI-095
TBS Registration Number: 000890

DOA/P-PU-110

Seed Potato Crop Certification

Description: This bank contains information on the acreage of potatoes planted as well as the variety, source of the seed and handling procedures, the applicant's name, crop and year.
Class of Individuals: Seed potato growers.
Purpose: The purpose of this bank is to maintain a record of any person wishing to produce seed potatoes in Canada.
Consistent Uses: The information is used to make a preliminary determination as to the acceptability of the applicant for crop inspection.
Retention and Disposal Standards: These files are retained for two to five years.
PAC# = 69-005
Related to COR: DOA/FPI-115
TBS Registration Number: 000891

DOA/P-PU-111

Feed Registration

Description: This bank contains applications for feed registration in compliance with the *Feeds Act*. It also includes the companies' and farmers' names and addresses, and names of feeds (including brand names), together with registration numbers. This information is included a database of feed manufacturers having registered feed products.
Class of Individuals: On-farm manufacturers who mix medicated feed.
Purpose: The information was obtained as part of the feed registration procedure.
Consistent Uses: The information is used by headquarters and regional feed, registration and compliance staff to carry out inspection and sampling, as required.
Retention and Disposal Standards: Files are retained for 10 years after feed registration is cancelled or discontinued.
PAC# = 86-001
Related to COR: DOA/FRI-145
TBS Registration Number: 001876

DOA/P-PU-115

Import Control Information Bank

Description: This bank contains information on plants and plant materials, such as species imported, origin, intended use, names of importers, and notices of refused entry.
Class of Individuals: Persons wishing to import plants or plant materials.
Purpose: To issue permits for import of plants or plant materials, to control entry and to enable the Plant Health Division to correspond with export and/or import permit holders on regulatory subject matters.
Consistent Uses: To issue import permits, to compile plant-origin-destination profiles, and to enable the Plant Health Division to contact permit holders for regulatory enforcement purposes.
Retention and Disposal Standards: These files are retained for 10 years.
PAC# = 69-005
Related to COR: DOA/FPI-155
TBS Registration Number: 000892

DOA/P-PU-120

Export Control Information Bank

This bank contains information such as species exported, destination, names of exporters and phytosanitary condition. The information in this bank relates to persons wishing to export plants or plant materials.The purpose of this bank is to issue phytosanitary certificates for export of plants or plant materials. Records are retained for five years.
PAC# = 69-005
Related to COR: DOA/FPI-156

DOA/P-PU-125

Application for Pari-Mutuel Betting Permits

Description: This bank contains correspondence, and material on personal characteristics, criminal histories, and corporate ownership (directors, and signing officer over 10 percent of the shares).
Class of Individuals: Race track operators.
Purpose: The purpose of this bank is to consolidate information used to grant qualified applicants permits to conduct pari-mutuel betting on horse races pursuant to section 188 of the *Criminal Code*.
Consistent Uses: The bank is used to qualify associations for betting privilege, and to fix dates for betting.
Retention and Disposal Standards: These files are retained for 10 years.
PAC# = 75-015
Related to COR: DOA/FPI-180
TBS Registration Number: 000894

DOA/P-PU-126

Drug Control Service Application and Inspector Record

Description: This bank contains application and work records, application evaluation, medical certificates and correspondence.
Class of Individuals: Applicants from racing associations.
Purpose: The purpose of this bank is to consolidate information used to approve qualified applications from racing associations to work in the drug control service as a test inspector or chief test inspector.
Consistent Uses: The information is used to establish applicant suitability to be employed by the association in the drug control service.
Retention and Disposal Standards: These files are retained for 10 years.
PAC# = 77-015
Related to COR: DOA/FPI-185

Grain and Oilseeds Branch

DOA/P-PU-180

Western Grain Stabilization Program

Description: This bank is used to administer stabilization payments to grain producers. It contains the grain receipts and levy payments of holders of permits issued by the Canadian Wheat Board in Manitoba, Saskatchewan, Alberta and British Columbia.
Class of Individuals: Grain producers in Manitoba, Saskatchewan, Alberta and British Columbia.

Purpose: Files in this bank are used to calculate and issue stabilization payments to participating grain producers.
Consistent Uses: On an individual request basis, account information is supplied to Revenue Canada to assist in their investigations.
Retention and Disposal Standards: Records are held for 20 years.
PAC# = 77-005
Related to COR: DOA/GOB-350
TBS Registration Number: 001715

Research Branch

DOA/P-PU-130

Inventory of Canadian Agricultural Research

Description: This bank contains information on agricultural research projects underway in Canada. This includes research by federal and provincial governments, colleges, universities, corporations and private organizations.
Class of Individuals: All persons conducting agricultural research.
Purpose: To provide a current and retrospective inventory on research in agriculture, and to produce a summary publication of person-year effort in agricultural research.
Consistent Uses: The inventory is used to allocate resources and to answer queries on agricultural research.
Retention and Disposal Standards: These files are retained for five years.
PAC# = 71-055
Related to COR: DOA/RBR-195, 200, 205, 210, 215, 220, 225, 230, 235, 240
TBS Registration Number: 000895

DOA/P-PU-135

Pesticide Research Information System

Description: Information in this bank includes a glossary of pesticide terms, experimental pesticides, inventory of pesticide researchers, results of studies, pesticide use index, beneficial insect likerations and pesticide residues.
Class of Individuals: Pesticide researchers; both private and public who currently undertake research on pesticides.
Purpose: To maintain information on current pesticide research projects underway in Canada.
Consistent Uses: To facilitate the dissemination of information among researchers studying pesticides.
Retention and Disposal Standards: These files are retained for two years.
PAC# = 72-025
Related to COR: DOA/RBR-210
TBS Registration Number: 000896

DOA/P-PU-136

Operating Grants Program Applications (New)

Description: This bank contains records of applications by individuals for operating grants and progress reports on successful applicants. Information includes personal characteristics, education and experience of applicants and graduate students, and descriptions of research and progress.
Class of Individuals: University professors, graduate students.
Purpose: Information is used to assess the eligibility and experience of the researchers applying, and the merit and significance of the proposed projects as compared to the Department's research priorities.
Consistent Uses: Information is used to choose those proposed projects to be supported with an operating grant.
Retention and Disposal Standards: Records on projects supported are retained for two years after completion. Records on projects rejected are retained for two years.
PAC# = 70-016
Related to COR: DOA/RBR-195, 200, 205, 210, 215, 220, 225, 230, 235, 240
TBS Registration Number: 002289

DOA/P-PU-137

Visiting Fellowship Applications and Records (New)

Description: This bank contains records of applications by individuals for research fellowships. It includes information on personal characteristics, education and experience. Note: Since the National Sciences and Engineering Research Council administers this program on behalf of the Department, information is collected and distributed by the Council's staff.
Class of Individuals: Post-graduate students and recent PhD graduates.
Purpose: Information is used to assess the applicant's education and other qualifications against the Department's identified fellowship needs and to rank similarly qualified candidates.
Consistent Uses: Information is used to select the best qualified person for a research fellowship in order to fill each identified need throughout the Department of Agriculture.
Retention and Disposal Standards: Unsuccessful files are retained for two years. Successful files are retained for five years.
PAC# = 70-016
Related to COR: DOA/RBR-195, 200, 205, 210, 215, 220, 225, 230, 235, 240
TBS Registration Number: 002288

Policy Branch

DOA/P-PU-140

Advance Payments for Crops

Description: This bank contains information on applicants under the *Advance Payment for Crops Act*. This information includes bank reports, credit checks, producers' names and addresses, the amount of payment, the repayment schedule, judgements against defaulters, action taken by producer groups to obtain payment.
Class of Individuals: Individual farm-product producers.
Purpose: To ensure repayment of advances to producer groups who distribute funds to individual producers under the *Advance Payment for Crops Act*.
Consistent Uses: Information is used to ensure adherence to the terms and conditions of the Act and to take the necessary actions to ensure collection from defaulters.
Retention and Disposal Standards: These files are retained for six years after the payment of the loan.
PAC# = 78-001
Related to COR: DOA/POL-255
TBS Registration Number: 000897

DOA/P-PU-165

Farm Improvement and Marketing Co-operatives Loans Information

Description: This bank contains names and addresses of borrowers, the purposes and amounts of loans, and other financial details when a claim for loss is submitted.
Class of Individuals: Farmers.
Purpose: To facilitate the availability of intermediate and short-term credit to farmers for the improvement or development of farms.
Consistent Uses: To ensure the validity of loss claims.
Retention and Disposal Standards: Records are retained for six years.
PAC# = 78-001
Related to COR: DOA/POL-465
TBS Registration Number: 000902

DOA/P-PU-175

The Small Farm Development Program on Farm Demonstration Contribution Files

Description: The bank contains applicants' names and addresses, particulars about proposed demonstrations, their final results, and amount of contributions approved for payment.
Class of Individuals: Operators of small farms.
Purpose: The purposes of this bank are to record applications for contributions and to maintain a running account of expenditures made under this part of the program.
Consistent Uses: The bank is used to record contributions to farm operators who allow demonstrations of sound agricultural practices to be carried out on their premises.
Retention and Disposal Standards: Files are retained for 10 years.
PAC# = 72-003
Related to COR: DOA/POL-470
TBS Registration Number: 000904

DOA/P-PU-190

ASB Producer Files

Description: This bank contains producer identification, land location, production statistics, production claimed for subsidies, payments made to producers, and documents supporting production and sales. It may also contain additional information on producer eligibility for subsidies such as documents of incorporation, partnership and statutory corporate returns.
Class of Individuals: Producers in all provinces who apply for programs.
Purpose: The purpose of this bank is to administer deficiency payments to producers under the *Agricultural Stabilization Act*.
Consistent Uses: To record payments made to producers.
Retention and Disposal Standards: These files are retained for six years.
PAC# = 77-005
Related to COR: DOA/POL-595; 600
TBS Registration Number: 000906

DOA/P-PU-256

Game Bird Data

Description: This bank contains data on the game bird industry (hatcheries, producers and processors) with respect to diversity, volume, trade, value and growth.
Class of Individuals: Producers, processors, hatchery operators.
Purpose: The purpose of the bank is to provide the basis for a published profile on the Canadian game bird industry.
Consistent Uses: The primary use of the files is to provide information about the Canadian game bird industry. This will be used by: new entrants, to assess the viability of the industry; governments, when the disbursement of grants and the creation of policy is under consideration; wholesalers assessing supply; related industries (feed, pharmaceutical, equipment, etc.); and government and universities in planning research projects.
Retention and Disposal Standards: The information will be kept for two years, or as long as required for audit and evaluation purposes.
PAC# = 86-001
Related to COR: DOA/ADB-430
TBS Registration Number: 002101

Agriculture Development Branch

DOA/P-PU-145

Two-Price Wheat Program

Description: This bank contains monthly information on wheat sold for human consumption in Canada and the average export price of wheat as determined by the Canadian Wheat Board. Information is available for individual producers in Quebec and for the Canadian Wheat Board designated area (Prairie region), the Ontario Wheat Producers Marketing Board and the Wheat Marketing Board of Nova Scotia.
Class of Individuals: Grain producers.
Purpose: This information bank is used to make payments under the *Two-Price Wheat Act* to individuals and marketing boards.
Consistent Uses: The information was used to determine and make payments to grain producers and marketing boards.
Retention and Disposal Standards: These files are retained for 10 years.
PAC# = 77-005
Related to COR: DOA/ADB-420
TBS Registration Number: 000898

DOA/P-PU-150

Records of Performance for Dairy Cattle, Sheep, Beef Cattle and Swine

Description: This bank contains names and addresses of breeders enrolled in the programs.
Class of Individuals: Breeders of livestock.
Purpose: The purpose of this bank is to keep an inventory of names and addresses of sheep, dairy and beef cattle, and swine breeders participating in the program to disseminate relevant performance information on their animals.
Consistent Uses: Files are used to mail performance data to breeders, to solicit annual fee payments, and to mail reports to participants. They also provide performance information on individual animals, together with the names and addresses of their owners, to national breed associations and artificial insemination centres in Canada.
Retention and Disposal Standards: Files are retained for 10 years.
Related to COR: DOA/ADB-430
TBS Registration Number: 000899

DOA/P-PU-155

Stockyards — Commission Firms, Members and Employees

Description: This bank contains the names and occupations of members and employees.
Class of Individuals: Commission firms, members and employees of stockyards.
Purpose: The purpose of this bank is to ascertain that members and employees have not respectively purchased or sold livestock prohibited under the Livestock Regulations of the *Livestock and Livestock Products Act*.
Consistent Uses: To ensure that livestock has been purchased and sold in accordance with the *Livestock Act* and Regulations.
Retention and Disposal Standards: Files are retained for 10 years.
PAC# = 77-005
Related to COR: DOA/ADB-460
TBS Registration Number: 000900

DOA/P-PU-160

Stockyards — Dealers

Description: This bank contains the names, addresses, amount of daily sales, bonds and continuation certificates of livestock dealers operating in federally supervised stockyards.
Class of Individuals: Livestock dealers operating in federally supervised stockyards.
Purpose: The purpose of this bank is to ensure that proper bonds are in order as required by the *Livestock and Livestock Products Act* and the Stockyard Regulations.
Consistent Uses: To ensure that livestock dealers are operating in compliance with the *Livestock and Livestock Products Act* and the Stockyard Regulations.
Retention and Disposal Standards: Files are retained for 10 years.
PAC# = 77-005
Related to COR: DOA/ADB-460
TBS Registration Number: 000901

DOA/P-PU-170

Feed Freight Assistance Adjustment Fund

Description: The bank contains applicants' names, addresses, social insurance numbers, kind and cost of purchased equipment, and the amounts of grants approved for payment.
Class of Individuals: Farmers and corporations.
Purpose: To improve production and utilization of feed grain in Ontario by offering incentives for capital expenditures.
Consistent Uses: To issue grants to individuals and corporations to partially offset their capital expenditures.
Retention and Disposal Standards: Files are retained for 10 years.
PAC# = 77-005
Related to COR: DOA/ADB-475
TBS Registration Number: 000903

DOA/P-PU-176

Farm Debt Review Board

Description: The bank contains information on farmers in financial difficulty and on insolvent farmers who have applied for a review under section 16 and section 20 of the *Farm Debt Review Act*. Specific information includes the applicant's name, address, principal commodity, creditors, estimated liabilities and list of all assets. The case files are kept secured in the Board's offices.
Class of Individuals: Farmers in financial difficulty and insolvent farmers.
Purpose: The *Farm Debt Review Act* ensures that farm operaters in financial difficulty, or facing a farm foreclosure, have access to an impartial third-party review of individual circumstances and possible financing or re-financing options. In order for the Board to conduct a proper review, accurate financial information is required of the applicant. A voluntary agreement between a farmer and his or her creditor(s) for a mutually satisfactory arrangement is sought. Social insurance numbers are collected on the Farm Financial Statement under the authority of the *Farm Debt Review Act* to conduct reviews of detailed financial information regarding solvent and insolvent farmers in order to arrive at financial agreements with creditors and to provide assistance in facilitating arrangements with creditors.
Consistent Uses: Copies of the farmer's financial information are provided to the FDRB panel members reviewing the farmer's financial situation. The information is used in evaluating the farmer's alternatives and in mediation discussions with the farmer's creditors.
Retention and Disposal Standards: All files will be kept for a minimum period of six years from the date the file closed.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 001867

DOA/P-PU-185

Ad Hoc Emergency Assistance Program

Description: The bank contains information concerning a number of one-time emergency assistance programs such as the Feed and Livestock Transportation Assistance Program, the Hay Transportation Assistance Program, the Livestock Fodder Procurement Programs, the Grain Embargo Compensation Program and the Herd Maintenance Assistance Program. The files include information such as the quantity of feed purchased, costs including transportation, numbers of livestock transported, crop yields, grain transactions, number of animals and farm size.
Class of Individuals: Farmers.
Purpose: The purpose of these programs is to provide emergency assistance to farmers as a result of severe crop losses in the absence of viable crop insurance programs.
Consistent Uses: Used to record payments to farmers as a result of severe crop losses.
Retention and Disposal Standards: These files are retained for six years.
PAC# = 77-005
Related to COR: DOA/ADB-360
TBS Registration Number: 000905

DOA/P-PU-230

Vegetable Enterprise Study for Nova Scotia

Description: This bank contains information on commercial vegetable growers, such as area of land owned and leased, assets and liabilities, income and expenses, production and marketing costs, yield for each crop and labour costs.
Class of Individuals: Selected vegetable growers in Nova Scotia.
Purpose: Information in this bank is gathered in order to advise farmers on production opportunities; to assess the impact of external factors on the industry and the potential impact of government programs; to compare farmers' operations to industry averages; and to determine producers' qualifications for assistance programs.
Consistent Uses: Information in this bank is used to assess actual costs, revenues and production information associated with vegetable production.
Retention and Disposal Standards: Information is retained for five years and then destroyed.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 001831

DOA/P-PU-245

Canada/Nova Scotia Agrifood Development Agreement Federal Programs

Description: This bank contains information on clients' application forms including gross costs of development projects and amount of Agriculture Canada assistance. Some files may contain farm data on amount of livestock, acres of crops and investment in facilities.
Class of Individuals: Farmers, agri-business firms, universities, research foundations, farm organizations.
Purpose: Information was compiled to carry out the objectives of a departmental program to develop the agricultural industry of Nova Scotia.
Consistent Uses: This bank is also used to record payments made to individuals, corporations, agencies, associations and marketing boards, and to make contribution payments to eligible producers.
Retention and Disposal Standards: Files are kept for six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002028

DOA/P-PU-250

Central Ontario Farm Storm Damage Assistance Program

Description: This bank contains information on losses incurred by farmers as a result of a tornado in Central Ontario in May, 1985; financial statements of program participants; applications and claims for assistance; contribution agreements; payment documents.
Class of Individuals: Farmers in Central Ontario.
Purpose: Information was obtained as the basis for determining contribution payments to eligible individuals under the Program.
Consistent Uses: This bank is also used to make contribution payments to eligible producers.
Retention and Disposal Standards: Records will be kept for two years after the end of the program (March 31, 1987).
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002029

DOA/P-PU-255

PEI Market Development Program

Description: This bank contains marketing activity project descriptions, and financial statements and balance sheets covering two years. The above information is obtained on a commercial-confidential basis.

Class of Individuals: Producers, processors, distributors of agricultural products.
Purpose: The information is used to determine the need for a grant or contribution funding to be allocated to a Market Development Project application.
Consistent Uses: The bank is also used in determining and making payments consistent with Market Development Program contracts.
Retention and Disposal Standards: Files will be kept for two years or as long as is required for audit and evaluation.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002030

DOA/P-PU-260
Canada/Newfoundland Livestock Feed Initiative
Description: This bank contains information in support of the administration of the programs under the Livestock Feed Initiative Subsidiary Agreement. Information is collected through application forms and is available for individuals applying for assistance.
Class of Individuals: General agriculture community in Newfoundland.
Purpose: The information is used to determine the eligibility of persons applying for assistance under the Subsidiary Agreement, and as well, to determine the appropriate level of assistance.
Consistent Uses: The bank is also used to record payments to Newfoundland farmers.
Retention and Disposal Standards: Files are retained for a period of six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002031

DOA/P-PU-265
Soil and Water Conservation and Management, PEI-ERDA
Description: This bank contains names and addresses of program applicants, descriptions of projects and a record of federal and private contributions for approved projects. This information is available to the Department of Agriculture, the Prince Edward Island Department of Agriculture and the private sector for program delivery purposes.
Class of Individuals: Primary producers.
Purpose: This information is used to make payments under the Soil and Water Conservation and Management Program.
Consistent Uses: The information is used to provide primary producers with farm planning and contractor services and to determine and make payments to the same.
Retention and Disposal Standards: Files are retained until the program is terminated and the program audit and evaluation are completed or for two years, whichever is longer.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002032

DOA/P-PU-270
Tobacco Assistance Program
Description: The bank contains quota information on tobacco producers in Ontario who have applied for assistance in phasing out tobacco production.
Class of Individuals: Tobacco producers.
Purpose: The information is used to determine eligibility and make payments under the Tobacco Assistance Program.
Consistent Uses: The bank is also used to record payments to tobacco producers.
Retention and Disposal Standards: Files are kept for six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002033

DOA/P-PU-275
Soil and Water Environmental Enhancement Program: Socio-economic Analysis
Description: This bank contains the survey results from various research studies into socio-economic aspects of conservation tillage based on information gathered from individuals and groups in Ontario.
Class of Individuals: Varies by survey but is primarily landowners, tenants, farm operators and rural organizations.
Purpose: To meet two objectives of the Soil and Water Environmental Enhancement Program: to provide information on the adoption process for agricultural soil and water conservation techniques; to develop graduate students' expertise in the area of social and economic research on soil and water conservation issues.
Consistent Uses: Information is used to improve aspects of government policy and program design and delivery for enhancing soil and water conservation systems.
Retention and Disposal Standards: Files are retained for eight years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002034

DOA/P-PU-280
Tobacco Diversification Program Alternate Enterprise Initiative
Description: This bank contains project descriptions which focus on the development of new crops, production technology, financial plans, and marketing and processing opportunities for alternate crops.
Class of Individuals: Individuals who are applying for assistance.
Purpose: Information in this bank is used to determine eligibility, and establish priorities and level of funding assistance under the Alternate Enterprise Initiative.
Consistent Uses: This bank is also used to record payments to tobacco producers.
Retention and Disposal Standards: Files are retained for six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002035

DOA/P-PU-285
Apple Industry and Compensation Re-establishment Plan
Description: This bank contains information on the Apple Program which compensates producers for frost damage incurred during the winter of 1980-81.
Class of Individuals: Apple producers.
Purpose: This information bank is used to make payments under the Eastern Canada Apple Industry Compensation and Re-establishment Plan to apple producers.
Consistent Uses: The bank is also used to record payments made to apple producers.
Retention and Disposal Standards: Files are retained for six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002036

DOA/P-PU-290
Eastern Canada Apple Compensation and Re-establishment Plan
Description: This bank contains information on the acres of orchard, the number of trees killed by frost, the number of trees replanted and payments made to clients.
Class of Individuals: Apple growers and producers in Eastern Canada.
Purpose: The purpose of this bank is to carry out the implementation of the program in Eastern Canada.
Consistent Uses: The bank is also used to record payments made to apple growers and producers in Eastern Canada.

Retention and Disposal Standards: Files are retained for six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002037

DOA/P-PU-295
Horticulture and Specialty Crops Development Program
Description: The bank contains information on participants in the Horticulture and Specialty Crops Development Program. The purpose of this program is to improve productivity and expand production where economically feasible. The Program will focus on improving the land base; marketing; accelerated technology development, transfer and adoption; improved storage and handling; and the enhancement of producers' managerial and technical skills.
Class of Individuals: Growers — apples, strawberries, blueberries, vegetables and greenhouse and landscaping plants.
Purpose: This information bank is used to make payments under the Canada/New Brunswick Agri-Food Development Subsidiary Agreement to individuals, corporations, agencies, associations and marketing boards.
Consistent Uses: This bank is also used to record payments made to individuals, corporations, agencies, associations and marketing boards.
Retention and Disposal Standards: Records are retained for six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002038

DOA/P-PU-300
Potatoes Program
Description: This bank contains information on participants in the Potatoes Program. Potatoes are the major farm cash crop in the province of New Brunswick. The purpose of this program is to improve productivity, marketing practices, product quality and profitability in the potato sector. The Program will focus on improving marketable yield through land improvement and soil conservation; improved harvesting, storage management, marketing and disease control; and the enhancement of producers' managerial and technical skills.
Class of Individuals: Farmers of seed, table, and processing potatoes.
Purpose: This information bank is used to make payments under the Canada/New Brunswick Agri-Food Development Subsidiary Agreement to individuals, corporations, agencies, associations and marketing boards.
Consistent Uses: This bank is also used to record payments to individuals, corporations, agencies, associations and marketing boards.
Retention and Disposal Standards: Records are retained for six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002039

DOA/P-PU-305
Livestock Feed Program
Description: This bank contains information on participants in the Livestock Feed Program. The Program is designed to increase substantially the quantity and quality of grain, forage, and high energy/protein crops, and to increase the use of opportunity feeds. The Program focuses on land improvement; technology development, transfer and adoption; improved storage and handling; improved marketing practices and the enhancement of managerial and technical skills.
Class of Individuals: Grain and forage livestock farmers.
Purpose: This information bank is used to make payments under the Canada/New Brunswick Agri-Food Development Subsidiary Agreement to individuals, corporations, agencies, associations and marketing boards.
Consistent Uses: The bank is also used to record payments to individuals, corporations, agencies, associations and marketing boards.
Retention and Disposal Standards: Records are retained for six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002040

DOA/P-PU-310
Livestock Industry Program
Description: This bank contains general information on participants in the Livestock Industry Program. The livestock sector is the major contributor to farm cash income in the province of New Brunswick. The Program focuses on planned expansion of the red meat sector and productivity improvement for all segments of the livestock and poultry industry. This program will emphasize accelerated technology development, demonstration and adoption; marketing; greater use of opportunity feeds; the enhancement of managerial and technical skills; improved herd health practices and genetic improvement.
Class of Individuals: Livestock farmers: dairy, beef, hogs, sheep, poultry (meat and eggs).
Purpose: This information bank is used to make payments under the Canada/New Brunswick Agri-food Development Subsidiary Agreement to individuals, corporations, agencies, associations and marketing boards.
Consistent Uses: This bank is also used to record payments made to individuals, corporations, agencies, associations and marketing boards.
Retention and Disposal Standards: Files are retained for six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002041

DOA/P-PU-315
Livestock Feed Initiatives (ALFI)
Description: This bank contains general information on the beneficiairies of the Livestock Feed Initiation Program which is designed to develop a competitive and expanded livestock feed sector that is economically viable over the long term.
Class of Individuals: Grain and forage livestock farmers.
Purpose: This information bank is used to make payments under the Canada/New Brunswick Livestock Feed Development Agreement to individuals, corporations, agencies, associations and marketing boards.
Consistent Uses: The bank is also used to record payments to individuals, corporations, agencies, associations and marketing boards.
Retention and Disposal Standards: The files are retained for six years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002042

DOA/P-PU-320
Canadian Agricultural Market Development Initiative/ Production Development Assistance Initiative
Description: This bank contains information provided by applicants which could include organizational structure, financial statements (balance sheet, income and expenses, forecasts) and other costs related to current activities.
Class of Individuals: Agri-food entities such as corporations, co-operatives, partnerships, sole proprietorships, universities and other similar types of organizations.
Purpose: This bank is used by departmental/branch managers to make informed/consistent decisions regarding the allocation of program dollars.
Consistent Uses: This bank is also used to assess applicants' financial

and managerial capabilities and to assess projected economic benefits to be derived from undertaking specific projects.
Retention and Disposal Standards: Files are stored for a minimum of three years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 002043

DOA/P-PU-325
Canadian Rural Transition Program
Description: The bank contains information on farmers who, for reasons of financial difficulty, have left or are leaving agriculture and are seeking assistance under the Canadian Rural Transition Program (CRTP). Specific information includes applicant's name, address, social insurance number, dependants' list, as well as specific business criteria for making determination on eligibility. The case files are kept secured in Canada Employment Centre offices.
Class of Individuals: Farmers who, for reasons of financial difficulty, have left or are leaving agriculture and are seeking assistance under the CRTP.
Purpose: The application is the basis for determining the eligibility of an applicant to receive assistance under the Program, i.e. the Transition Grant and Supplementary Transition Assistance. Social insurance numbers (SINs) are collected for the Canadian Rural Transition Assistance Program under the authority of the *Unemployment Insurance Act* and the *Unemployment Assistance Act*. The SIN is required to determine an applicant's eligibility, i.e., whether or not he/she is in receipt of unemployment insurance or social assistance. In addition, the SIN is the basis of identification for payment of eligible applicants by the Department of Supply and Services. The SIN is also of use in advising Revenue Canada (Taxation) of any taxable benefits received under CRTP in a given tax year, and receipts are issued accordingly to the client.
Consistent Uses: In cases of acceptance, information rests with Canada Employment Centre offices. In cases of rejection, information is transferred to Ottawa Employment and Immigration — CRTP Office/Agriculture Canada — Agricultural Development Branch where all rejections are reviewed, and in some instances, decisions to reject are overturned.
Retention and Disposal Standards: All files will be kept for a minimum of two years after the client's farming activities have ceased. Canada Employment Centres will keep all files for the duration of the program (until March 31, 1989) and will then forward them to national headquarters for archival purposes.
Related to COR: DOA/ADB-496
TBS Registration Number: 002044

DOA/P-PU-330
Canada/Manitoba Agri-food Development Agreement Federal Programs
Description: This bank contains information on clients' application forms including gross costs of development projects and amount of Agriculture Canada assistance. Some files may contain farm data on numbers of livestock, acres of crops and investment in facilities.
Class of Individuals: Farmers, agri-business firms, universities, research foundations, and farm organizations.
Purpose: The purpose of the information is to carry out the objectives of a departmental program to develop the agricultural industry of Manitoba.
Consistent Uses: The bank is used to record payments made to individuals, corporations, agencies, associations, and marketing boards, and to record contribution payments to eligible producers.
Retention and Disposal Standard: The information in this bank is retained for five years.
PAC# = 86-001
Related to COR: DOA/ADB-496
TBS Registration Number: 001878

Corporate Management Branch

DOA/P-PU-193
Surveys
Description: From time to time, agricultural and non-agricultural surveys are carried out by the Department to obtain information. These agricultural surveys include information on the socio-economic characteristics of farm operators and informatin relating to crops, livestock, poultry, machinery, farm operating expenses and agriculture receipts. The non-agricultural surveys include information on production, inventory and sales in the fruit, vegetable and dairy processing sectors. The bank also contains information from the grain and oilseed industries and the agri-food and forestry sectors. Other similar surveys may occur as the need arises.
Class of Individuals: Producers, processors, distributors, wholesalers and retailers.
Purpose: This bank provides a base inventory of Canadian agricultrue, as well as information for production, marketing, administrative and policy decisions.
Consistent Uses: The results of the surveys will be used to provide statistics which will assist the various branches in assessing the relevance and impact of Department of Agriculture programs, and the extent to which these have successfully achieved their objectives.
Retention and Disposal Standards: Each survey will be retained for a minimum period of five years.
PAC# = 86-001
Related to COR: DOA/CMB-850
TBS Registration Number: 001877

DOA/P-PU-195
Privacy Request Data Bank
Description: This bank contains Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included.
Class of Individuals: Individuals who apply under the *Privacy Act* for access to their personal files, including employees of Agriculture Canada.
Purpose: The information is used to administer access to personal information requests in accordance with the *Privacy Act*.
Consistent Uses: The bank is used to access personal information requests; to report to Treasury Board and to Parliament on requests received and completed under the *Privacy Act;* to verify the identity of requestors; and for the prupose of consultations with other government institutions.
Retention and Disposal Standards: Files will be kept for two years.
PAC# = 78-001
Related to COR: DOA/CMB-852
TBS Registration Number: 000907

DOA/P-PU-200
Access to Information Request Data Bank
Description: This bank contains the Access to Information Request Forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or on fee waivers may also be included.
Class of Individuals: Canadian citizens/permanent residents of Canada.
Purpose: To administer access requests in accordance with the *Access to Information Act*.
Consistent Uses: The bank is used to record the processing of requests under the *Access to Information Act*, to report to Treasury Board and to Parliament on requests received and completed, and for the pruposes of consultations with other government institutions.
Retention and Disposal Standards: Files will be kept for two years.
PAC# = 78-001

Related to COR: DOA/CMB-852
TBS Registration Number: 000908

DOA/P-PU-201

Information Disclosed to Investigative Bodies

Description: This bank contains copies of requests from investigative bodies listed in the Privacy Regulations for access to personal information pursuant to section 8(2)(*e*) of the Act. The bank also contains the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests.
Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(*e*) of the *Privacy Act* from federal investigative bodies.
Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(*e*) of the *Privacy Act* to federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.
Consistent Uses: This bank will be used to compile statistics relating to requests from federal investigative bodies. Also this bank will be used for the auditing of the procedures concerning the exchange of personal information with investigative bodies as defined in section 8(2)(*e*) of the *Privacy Act*.
Retention and Disposal Standards: Information held in this bank is retained for two years after the last entry date and then destroyed.
PAC# = 86-001
Related to COR: DOA/CMB-852
TBS Registration Number: 002045

DOA/P-PU-202

Consulting and Professional Services Contracts

Description: This bank is maintained by the Materiel Management Section to record information on consulting and professional services contracts in compliance with the *Financial Administration Act* and Treasury Board and internal departmental directives.
Class of Individuals: Individuals engaged in consulting and professional service contracts with the Department of Agriculture.
Purpose: The bank is used to administer contracts and to audit and evaluate contracts.
Consistent Uses: The bank is also used to record, retain and monitor all contracts. These records are also used during the auditing functions.
Retention and Disposal Standards: Information in this bank is retained for six years after the completion and non-renewal of a contract and is then destroyed.
PAC# = 86-001
Related to COR: DOA/CMB-912
TBS Registration Number: 002046

DOA/P-PU-203

Consultant, Contractor and Supplier Inventory

Description: This bank includes a list of individuals, firms and institutions and may include work previously performed or underway, and the name of the principal.
Class of Individuals: Consultants, contractors and suppliers.
Purpose: The purpose of this bank is to maintain a record of consultants, contractors and suppliers with whom the Department has contracted or may potentially contract.
Consistent Uses: This bank also serves as an aid to selection and retention of consultants, contractors and suppliers.
Retention and Disposal Standards: The records are maintained for two fiscal years and then destroyed.
PAC# = 86-001
Related to COR: DOA/CMB-912
TBS Registration Number: 002047

DOA/P-PU-204

Credit Investigations

Description: This bank contains credit information on departmental clients obtained from the client, and from outside sources including credit agencies.
Class of Individuals: Farmers and individuals to whom Agriculture Canada provides goods and services.
Purpose: This bank is used to assess the credit worthiness of departmental clients, for the purposes of granting or withdrawal of credit and for collection actions.
Retention and Disposal Standards: Information held in this bank is retained for three fiscal years after completion of an investigation, and then destroyed.
PAC# = 86-023
Related to COR: DOA/CMB-914
TBS Registration Number: 001825

DOA/P-PU-335

Expenditure Accounts — Public (New)

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.
Class of Individuals: Contractors engaged by the Department of Agriculture and farmers receiving various forms of payments from the Department.
Purpose: The bank is used for the payment of invoices and claims to contractors engaged by the Department and farmers receiving various forms of payments from the Department.
Retention and Disposal Standards: Records are retained for six years.
PAC# = 86-001
Related to COR: DOA/CMB-914
TBS Registration Number: 002286

DOA/P-PU-340

Revenue Accounting and Control (New)

Description: This bank is used for managing the accounts receivable system to effect cost recovery on behalf of Agriculture Canada. Related information is maintained to administer these responsibilities.
Class of Individuals: Private sector individuals to whom invoices are issued to record their indebtedness to the Department.
Purpose: Information is used to manage the collection of revenues owing to the Department.
Retention and Disposal Standards: Records are retained for six years.
PAC# = 86-001
Related to COR: DOA/CMB-915
TBS Registration Number: 002287

DOA/P-PU-345

Real Property Legal File (New)

Description: This bank contains land grants, deeds, titles, leases and easements.
Class of Individuals: Property owners, proprietors, tenants, licencees, lessees.
Purpose: Information is used to conclude land transactions and for economic cost management of real property holdings.
Consistent Uses: The information is also used to maintain legal records of holdings and transactions, and for cost control.
Retention and Disposal Standards: Records are retained until they are of no further value to Agriculture Canada (at least two years). Original documents are retained in provincial or court registry offices.
PAC# = 86-001
Related to COR: DOA/CMB-907
TBS Registration Number: 002290

DEPARTMENT OF AGRICULTURE

Canadian Grain Commission

DOA/P-PU-205

Producer Car Program

Description: This bank is comprised of correspondence and producers' applications which are filed by date of receipt and contain information such as the producer's name, application number; type, quality and quantity of grain; and the Canadian Wheat Board permit number.
Class of Individuals: Grain producers.
Purpose: The purpose of this program is to allocate railcars to grain producers for the transport of their crop to market under the authority of the *Canada Grain Act*.
Retention and Disposal Standards: Records are held for six years.
PAC# = T.B. Minute 346576
Related to COR: DOA/CGC-565
TBS Registration Number: 001716

DOA/P-PU-210

Licensing and Bonding Program

Description: The bank contains correspondence and annual applications from grain dealers and grain elevators to market grain.
Class of Individuals: Grain dealers.
Purpose: The purpose of this program is to license grain dealers and grain elevators under the authority of the *Canada Grain Act*.
Retention and Disposal Standards: Records are held for six years.
PAC# = T.B. Minute 346576
Related to COR: DOA/CGC-570
TBS Registration Number: 001717

DOA/P-PU-215

Unofficial Sample File

Description: The bank contains the name of the grower, the name of the requestor and the grade of the sample.
Class of Individuals: Grain producers.
Purpose: The purpose of this bank is to maintain a record of all unofficial samples taken on tests conducted by Grain Inspectors under the authority of the *Canada Grain Act*.
Consistent Uses: To provide documentation on unofficial samples taken or tests conducted by Grain Inspectors.
Retention and Disposal Standards: Records are held for three years.
PAC# = T.B. Minute 346576
Related to COR: DOA/CGC-565
TBS Registration Number: 001718

Prairie Farm Rehabilitation Administration (PFRA)

DOA/P-PU-220

Soil and Water Conservation Programs

Description: Programs and activities which involve the storage of personal information include the PFRA Shelterbelt Program, the Southwest Saskatchewan Irrigation Projects, the Irrigation Demonstration Program, the Community Pasture Program, the Soil and Water Conservation and Development Programs, soil and water activities under economic and regional development agreements, drought monitoring activities, the Cost Allocation System, the Herd Maintenance Assistance Program, the Prairie Livestock Drought Assistance Program, and the Prairie Crop Drought Assistance Program.
Purpose: The information is used to administer programs on stabilizing and rehabilitating lands sub-marginal for cereal production and conserving and storing water on the drought-prone prairies.
Retention and Disposal Standards: Records are held for 53 to 66 years.
PAC# = 84-010
Related to COR: DOA/PFA-505, 510, 515, 520, 525, 530, 535, 540, 545, 550, 560.
TBS Registration Number: 001719

Canadian Forestry Services

DOA-P-PU-235

CFS Consultation List and Related Profiles

Description: This bank contains the names, addresses, make-up, objectives, activities and concerns of persons and firms who have agreed to be on the Canadian Forestry Services consultation list.
Class of Individuals: Forestry sector stakeholders.
Purpose: The purpose of this bank is to provide a list of persons, companies and agencies willing to be consulted by the Minister of State for Forestry and Mines or one of his representatives when critical forest sector issues come under review.
Consistent Uses: The information other than names, addresses and telephone numbers is to be used to determine who should be contacted for specific consultations.
Retention and Disposal Standards: Information is retained for two years and then destroyed.
Related to COR: DOA/CFS-610
TBS Registration Number: 001834

DOA/P-PU-236

Public Awareness of Forest Sector

Description: This bank contains information on the general public's knowledge and awareness of economic, social and cultural aspects of the forest sector.
Class of Individuals: General public.
Purpose: This bank is used to verify the effectiveness of the National Forest Awareness Campaign by determining the increase in awareness.
Consistent Uses: The bank is also used to establish the base of the tracking survey, establish increased awareness during the campaign and to improve the message if needed. In addition, the bank is used to see the final results of the campaign.
Retention and Disposal Standards: Information in this bank is held for two years after the entire collection is completed.
Related to COR: DOA/CFS-610
TBS Registration Number: 001834

Audit and Evaluation Branch

DOA/P-PU-240

Special Canadian Grains Program Evaluation

Description: The bank contains information about opinions and perceptions collected from participants of the Special Canadian Grains Program. This information will be collected in two phases. Participants' perceptions of the financial and farm-level (production decisions, use of inputs) impacts of the SCG program as well as their opinions about the Program will be collected in focus groups.
Class of Individuals: Grains and oilseeds producers in Canada who received payments from the Special Canadian Grains Program.
Purpose: Information is compiled in order to evaluate the Special Canadian Grains Program. The focus of the evaluation is the financial and farm level impacts of the SCGP as well as participants' perception of the Program. The information will be used to assess the effectiveness of the SCGP and, as part of the "Alternatives" issue of the evaluation, to determine how such programs, if required, may be improved in the future.
Consistent Uses: Information collected will be used to design similar programs, if required, in the future.
Retention and Disposal Standards: Information in this bank will be retained for five years from the date the information was collected.
PAC# = 86-001
Related to COR: DOA/AEB-415
TBS Registration Number: 001856

Classes of Personal Information

Other Programs and Agreements

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. For example, Federal-Provincial Agreements such as those under the *Agricultural and Rural Development Act* (ARDA) are concerned with rural problems of unemployment and social disadvantages. Special ARDA agreements have been used as a vehicle to improve the economic circumstances of native people by providing financial and other assistance to create job opportunities. A 15-year development agreement, the Prince Edward Island Comprehensive Development Plan, was signed by Canada and the Island in 1969, under the authority of the *Fund for Rural Economic Development Act*. The Plan has allowed for the design and implementation of a broad range of programs to stimulate economic growth, create jobs and raise per-capita income. Special areas have been designated in Canada, such as the Magdalen Islands, in order to deal with special problems of economic expansion and social adjustment. In addition, under the Federal Development Strategy for Prince Edward Island, the Department delivers the Small Business Assistance Program which provides financial assistance for capital projects.

Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the name of the program concerned and the name of the specific project.

General Correspondence and Enquiries

Personal information in this class relates to routine correspondence concerning the regulatory and licensing activities associated with meat inspection, pesticides, feeds and fertilizers, veterinary biologics, and the humane treatment of animals. It also relates to general enquiries concerning agricultural research, market intelligence, food advisory information and financial assistance to marketing boards and co-operatives. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the Department and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Ministerial Correspondence

This class of information contains correspondence received by the Departmental Secretariat from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of policy issues pertaining to Agriculture Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Department of Agriculture also maintains the employee records of the Canadian Grain Commission and the Agricultural Stabilization Board.

Please address all requests for formal access to:

Privacy Co-ordinator
Agriculture Canada
Room 809
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
(613) 995-5118

PARTICULAR BANKS

The following banks are located at headquarters.

DOA/P-PE-801
Small Farm Development Program
Description: The bank contains employees' names and identification numbers, dates and locations of visits, counselling topics and percentage allocation of time.
Class of Individuals: Agriculture Canada employees.
Purpose: The purpose of this bank is to maintain a record of how federal department employees who are seconded to provinces, apportion their time among various counselling topics.
Consistent Uses: To record employees' time when providing management assistance to small-scale family farmers.
Retention and Disposal Standards: These files are retained for 10 years.
PAC# = 72-003
Related to COR: DOA/POL-470
TBS Registration Number: 000909

DOA/P-PE-802
Project System Inventory
Description: This bank contains information on the goals, objectives and milestones of research projects, and the names and work location of the individuals involved.
Class of Individuals: Agriculture employees engaged in research.
Purpose: To provide a current inventory of Research Branch personnel involved in current research projects.
Consistent Uses: The bank is used to allocate human resources and to evaluate the progress of projects.
Retention and Disposal Standards: Records are retained until the employee leaves the Research Branch, plus two years. Then they are transferred to the control of the National Archives of Canada.
PAC# = 86-001
Related to COR: DOA/PER-921
TBS Registration Number: 000910

DOA/P-PE-804
Appointments or Nominations of Personnel to NATO Agencies
Description: Data contained in the bank includes classification, education, geographic location, language, personal characteristics,

personal history, security and training.
Class of Individuals: Employees of Agriculture Canada appointed or nominated to serve with NATO.
Purpose: The purpose of this bank is to provide a depository for identification and profile information regarding employees of the Department of Agriculture who are appointed or nominated to serve with a NATO agency.
Consistent Uses: The principal use of this bank is to obtain concurrence with the nomination or appointment from all other member nations of NATO and, if the need arises, to prepare travel and authentication documents to permit appointees to assume their duties with the designated agency.
Retention and Disposal Standards: These files are retained for five years.
PAC# = 86-001
Related to COR: DOA/SDM-385
TBS Registration Number: 000912

DOA/P-PE-805

Human Resources Planning Information

Description: This is a particular bank which contains personal information on Canadian Forestry Service employees including basic information, academic qualifications, language usage, nature of current work, recent employment history, career aspirations and retirement plans.
Class of Individuals: Management, professional and technical employees involved in research and development in the Canadian Forestry Service (CFS).
Purpose: The information will be used by CFS senior management for human resource planning.
Consistent Uses: Succession planning by regional and senior management.
Retention and Disposal Standards: These files are retained for two years.
PAC# = 78-001
Related to COR: DOA/PER-921
TBS Registration Number: 000001

DOA/P-PE-806

International Agricultural Projects (CIDA)

Description: This bank contains information on the goals, objectives and milestones of overseas CIDA projects carried out by Agriculture Canada, and the names and work locations of individuals involved.
Class of Individuals: Department of Agriculture employees engaged in CIDA projects.
Purpose: This bank provides a current inventory of International Programs Branch personnel involved in current CIDA Projects.
Consistent Uses: The bank is used to relocate human resources and to evaluate the progress of projects.
Retention and Disposal Standards: Files are retained for the duration of employment plus one year.
PAC# = 86-001
Related to COR: DOA/IPB-395
TBS Registration Number: 001857

DOA/P-PE-807

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department.
Class of Individuals: Information is held on employees of the Department of Agriculture against whom garnishment proceedings have been taken.
Purpose: The information enables execution of orders of garnishment attachment or diversion of funds in accordance with the *Garnishment Attachment and Pension Diversion Act*.
Consistent Uses: This bank is also used to approve deductions from salary.
Retention and Disposal Standards: Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and is destroyed after the two-year period.
PAC# = 86-001
Related to COR: DOA/PER-925
TBS Registration Number: 002048

DOA/P-PE-808

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.
Class of Individuals: Departmental employees.
Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.
Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes.
Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file

is transferred as well. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.
PAC# = 85-001
Related to COR: DOA/PER-860
TBS Registration Number: 000913

DOA/P-PE-809
Staffing
Description: The bank contains staffing requests; position descriptions; selection profiles; competition posters; transfer requests; lists of individuals with priority for appointment; inventory print-outs; candidates' applications; lists of candidates; rating board assessments; candidate appraisals; language test results; reference check information; notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices of appointments without competition; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels, social insurance number, and citizenship status.
Class of Individuals: Employees of the Department of Agriculture, of other departments and agencies, and candidates from outside the public service.
Purpose: The bank provides a record of the information used in staffing positions in a government institution.
Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted.
Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.
PAC# = 85-001
Related to COR: DOA/PER-920
TBS Registration Number: 000914

DOA/P-PE-810
Training and Development
Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.
Class of Individuals: Employees of the institution.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001
Related to COR: DOA/PER-927
TBS Registration Number: 000917

DOA/P-PE-811
Internal Investigations
Description: This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees.
Class of Individuals: The purpose of this bank is to record all information concerning alleged or suspected misconduct arising from involvement in violations of Agriculture Canada Acts and Regulations or other laws which could adversely affect the Department.
Consistent Uses: The information is used to determine an appropriate course of action, including disciplinary measures or prosecution.
Retention and Disposal Standards: Records are destroyed five years after the case is closed.
PAC# = 86-001
TBS Registration Number: 002094

DOA/P-PE-812
Human Resource Inventory System
Description: This bank contains personal information on all employees of the Department's Agriculture Development Branch.
Class of Individuals: Employees of the Department's Agriculture Development Branch.
Purpose: Information was collected for personnel purposes and to provide a data bank for the rest of the Branch Management Information System.
Consistent Uses: This information is used to monitor Branch training, conferences and projects, and provides data for statistical purposes to such programs as affirmative action, equal pay, and official languages.
Retention and Disposal Standards: Information is retained for two years after an employee leaves the Agriculture Development Branch, and is then transferred to National Archives of Canada.
TBS Registration Number: 002095

DOA/P-PE-813
Reliability Checks
Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records.
Class of Individuals: Prospective and existing Agriculture Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets.
Purpose: The purpose of this bank is to help ensure that prospective and existing Agriculture Canada employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks.
Consistent Uses: The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.
Retention and Disposal Standards: Records are retained for five years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question immediately.
Related to COR: DOA/PER-860
TBS Registration Number: 002099

DOA/P-PE-814

Human Resource Information System (HRIS) (New)

Description: This bank contains records relating to staffing, work performance, training, development, official languages and salary. It includes reports on staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, such as career resumes and references; performance appraisals and assessments; career development forms; education and training records, such as transcripts, certificates and diplomas; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. Certain information exists in automated form in the Human Resource Information System (HRIS). Additional data include the requirements of the position vis-à-vis the employee's education, work experience, appraisal results, training and degree of mobility. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may existonthem must so specify.

Class of Individuals: All employees and executives of Agriculture Canada.

Purpose: The purpose of this bank is to support the efficient management and utilization of human resources.

Consistent Uses: The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and making other labour supply and demand forecasts, human rights, employment equity). The executive development records are also used for training and development, performance management and resource planning purposes.

Retention and Disposal Standards: Performance appraisals and assessments are retained for 10 years, subject to the provisions of collective agreements. Career resumes are retained until superseded or for 10 years, whichever occurs first. One year after termination of employment, these records are transferred to the National Archives of Canada and destroyed when the employee reaches the age of 70 or two years after death (provided two years have elapsed since last administrative use). If the records are judged by the Dominion Archivist to be of historical/archival value, they are retained permanently. Computerized records are updated as required (usually weekly) and retained for two years after termination of employment.

PAC# = 86-001

Related to COR: DOA/PER–920, 923, 925, 927

TBS Registration Number: 002284

DOA/P-PE-815 *Formerly identified as:* DOA/P-SE-913

Travel and Relocation

Description: This bank contains authorized requests for foreign travel, multiple conference attendance, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding travel and relocation, and to obtain passports and visas for employees travelling overseas.

Consistent Uses: The information is also used to administer the travel and relocation functions with respect to their approval and to issue passports and visas.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

PAC# = 85-001

Related to COR: DOA/CMB-852

TBS Registration Number: 002282

DOA/P-PE-816 *Formerly identified as:* DOA/P-SE-914

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information for the administration and control of parking privileges.

Consistent Uses: The information is also used to issue parking permits and control parking privileges.

Retention and Disposal Standards: Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file.

PAC# = 85-001

Related to COR: DOA/CMB-913

TBS Registration Number: 002283

DOA/P-PE-817

Expenditure Accounts — Departmental Employees (New)

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

Class of Individuals: Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments.

Purpose: This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments.

Consistent Uses: Records are also used for the issuance of statements of taxable benefits for income tax purposes.

Retention and Disposal Standards: Records are retained for six years.

PAC# = 86-001

Related to COR: DOA/CMB-914

TBS Registration Number: 002285

DOA/P-PE-818 *Formerly identified as:* DOA/P-SE-918

Employment Equity Program

The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employee files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.The information relates to employees of the institution. This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g.

the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for training, development, policy and planning purposes related to employment equity. The disposal criteria for this bank are to be established.
PAC# = 85-001
Related to COR: DOA/PER-860

STANDARD BANKS

The following banks are located at both headquarters and the regions.

DOA/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/PER-860
TBS Registration Number: 000915

DOA/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/PER-925
TBS Registration Number: 000916

DOA/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/PER-923
TBS Registration Number: 000918

DOA/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/PER-922
TBS Registration Number: 000919

DOA/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/ADM-913
TBS Registration Number: 000920

DOA/P-SE-909
Security Clearance
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: DOA/PER-918
TBS Registration Number: 000921

DOA/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/PER-926
TBS Registration Number: 000922

DOA/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/PER-926
TBS Registration Number: 000923

DOA/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/PER-921
TBS Registration Number: 000924

DOA/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/PER-920
TBS Registration Number: 000927

DOA/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/PER-918
TBS Registration Number: 000928

DOA/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
Related to COR: DOA/PER-806
TBS Registration Number: 000930

DOA/P-SE-920
Incentive Awards
See Standard Bank Descriptions (Section II).
PAC# = 78-001
Related to COR: DOA/CMB-850, 852
TBS Registration Number: 001712

Deleted Personal Information Banks

The information held in the following personal information bank is contained in DOA/P-PU-204:

DOA/P-PU-225	Credit Investigations

The information contained in the following personal information bank has been transferred to the National Archives of Canada:

DOA/P-PE-803	Emergency Training and Experience Bank

DEPARTMENT OF COMMUNICATIONS

Chapter 37

DEPARTMENT OF COMMUNICATIONS

Background

The role of the Department of Communications is to encourage the growth of national and international telecommunications, broadcasting networks and facilities, and to anticipate and plan for change by conducting research into communications and space technology. It manages and regulates the airwaves, ensuring the efficient use of the radio spectrum. In recognition of the increasingly close link between culture and communications, the Department was given responsibility in 1980 for the federal government's arts and culture program, and for a number of cultural agencies.

Access Procedures

Please address any enquiries to:

Co-ordinator
Access to Information and Privacy
Room 404, North Tower
Journal Building
300 Slater Street
Ottawa, Ontario
KIA 0C8
(613) 990-4131

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Spectrum Management and Regional Operations Sector

DOC/P-PU-005
Radio Operator Certificate Bank

This bank contains a listing by name of amateur and professional radio operators. It may contain operator examination results, citizenship, date and place of birth, class of certificate, certificate number and the date of issuance of the certificate. It may also contain a physical description of the certificate holder. This information relates to radio operators. Information was obtained in order to establish eligibility for radio operator certificates and to maintain a list of amateur and professional radio operators holding certificates of proficiency for the appropriate type of service. For amateurs, files are retained two years after the licence is invalid, for professionals — 20 years (five active and fifteen dormant). Operators examination results are retained five years (active for two and dormant for three). Radio Operator Certificate records are retained for 20 years (active for five and dormant for fifteen).

DOC/P-PU-010
Radio Station Licensing Data Bank

This bank contains non-broadcasting radio station licensing information, derived from applications submitted by applicants for radio station licences. It contains information such as radio frequencies, call signs, emissions, station location and personal data of applicants. This information relates to holders of radio licences. Information was obtained in order to license and control the use of all non-broadcasting radio station systems in Canada for the planning and management of the radio frequency spectrum. In particular, this bank is used in the frequency selection process for new or existing stations and in associated electromagnetic compatibility studies. It also provides information needed for the identification of sources of interstation interference, policy formulation, and frequency utilization study purposes. The licensee and licence fee accounting information is used as a basis for the collection of annual licence renewal fees. Information such as names and addresses of licensees, assigned radio frequencies, call signs, emissions, band width and power is provided to selected government bodies, persons or companies in connection with frequency co-ordination procedures for station or system planning, for reference or for similar purposes. Part of this information is shared with the following organizations, agencies and government departments: the Department of Transport for licensing information on the invoicing of ship board radio traffic; the Canadian Coast Guard, to ascertain whether a vessel has a valid radio equipment licence prior to placing telephone calls or passing traffic; a call sign and or name is provided to the Search and Rescue Co-ordination Centre so that vessel/aircraft routes may be established to facilitate the location of lost vessels or aircraft; various agencies and organizations in Canada and the U.S. for co-ordination of frequencies and system parameters; Amateur and General Radio Service (GRS) organizations for membership surveys and drives; publishers of the Radio Amateur Call Book (Canada and the U.S.) for the name, address, level of certificate and call sign for the purpose of pursuing activities related to amateur radio; law enforcement agencies for investigations relating to offences under the *Radio Act;* organizations providing radio services to the public in order to establish that their clientele is licensed; equipment suppliers to facilitate the commissioning of their clients' communications systems; and the Department of Transport, National Defence and other organizations to provide information on privately operated non-directional navigation beacons in the interest of safety.

DOC/P-PU-015
Complaints and Suppressions — Interference

This bank contains records pertaining to the investigation of complaints and recommended actions for suppression of radio interference. Each file contains the complainant's name and address and the nature of the complaint. Information was obtained to document the manner in which complaints are handled and to provide management with information and technical statistics of radio interference complaints. Only the technical information is released to the Canadian Standards Association and *Comité internationale de standardisation des perturbations de radio* as per international arrangements. These records are retained for 10 years (active for three and dormant for seven years).

DOC/P-PU-020
Prosecutions — Illegal Radio Installations

This bank holds records pertaining to prosecution for illegal radio installations. It contains the name and address of the individual or firm being prosecuted and the nature of the violation. This information relates to persons being prosecuted for *Radio Act* offences. Information is collected in order to obtain authority to initiate legal actions. The information is shared with police agencies for the purpose of *Radio Act* prosecutions. Records in this bank are retained for 10 years (active for five and dormant for five years).

Corporate Management Sector

DOC/P-PU-025
Applications for Employment
Description: This bank contains applications for employment with the Department. These requests usually consist of a letter and curriculum vitae. Applications are examined and considered for available or future positions.
Class of Individuals: General public.
Purpose: This information was not solicited but was provided voluntarily by individuals seeking employment with the Department.
Retention and Disposal Standards: These records are retained in the

Department for one year, then destroyed.
PAC# = 78-[illegible]01
TBS Registration Number: 001177

DOC/P-PU-030
Applications for Personal Service Contracts

Description: This bank contains applications from individuals seeking consideration for contractual arrangements with the Department. It may contain personal characteristics, professional qualifications and assessments of the individuals' work.
Class of Individuals: General public.
Purpose: This information was not solicited, and was provided voluntarily by individuals seeking contractual arrangements with the Department.
Retention and Disposal Standards: These records are kept in the Department for two years (active for two — dormant for four).
PAC# = 78-001
TBS Registration Number: 001178

DOC/P-PU-035
Access to Information and Privacy Request Data Bank

This bank contains the access to information and personal information request forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. It is used for processing requests only, and to report on the number of access and personal information requests received annually. The information was obtained in accordance with the *Access to Information Act* in order to facilitate the provision of access to departmental records. The information is used to produce the annual report to Parliament and quarterly reports to Treasury Board. It may also be requested through the *Access to Information Act* by the general public. In all cases, personal information is consistently protected. These records are retained for two years, and then forwarded to National Archives of Canada.

DOC/P-PU-036
Personal Information Disclosed to Federal Investigative Bodies (New)

Description: In accordance with subsection 8(4) of the *Privacy Act*, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(*e*) of the Act.
Class of Individuals: Individuals about whom requests for personal information have been received, pursuant to paragraph 8(2)(*e*) of the *Privacy Act*, from federal investigative bodies for the purpose of enforcing a Canadian law or carrying out a lawful investigation.
Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made (under paragraph 8(2)(*e*) of the *Privacy Act*) to federal investigative bodies for the purpose of enforcing a Canadian or provincial law or carrying out a lawful investigation.
Retention and Disposal Standards: Records are retained two years after the last administrative action.
PAC# = 79-002
TBS Registration Number: 002264

DOC/P-PU-040
Telecommunications

Description: This bank contains information regarding telecommunication equipment and services, long distance usage, telecommunication service orders, location of equipment and services, and the cost associated with this equipment and services. It includes lists of employees who are authorized to use long distance call codes for the government network. It also includes call detail recording information for all long distance calls placed from government telephones, or using governmental authorization codes, including originating number, number dialed, time call started, time call ended, duration of call, long distance route, and whether call was placed during business hours. Telephone numbers dialed may include any member of the general public who might be called by a government employee or from a government telephone. Since many government telephone numbers are identified with specific employees, the call patterns and numbers dialed may reveal information about a specific government employee.
Class of Individuals: Employees of the Department.
Purpose: The information is compiled in order to facilitate telecommunications management and the control of usage and accounting information.
Consistent Uses: This information is used for expenditure forecasting and control, and day-to-day telecommunications management.
Retention and Disposal Standards: These records are kept for three years, then destroyed.
PAC# = 78-001
TBS Registration Number: 001179

DOC/P-PU-046
Accounts Payable and Accounts Receivable

Description: This bank contains information on all monetary transactions between the Department and the public. This will also include information from the agencies collecting money on behalf of the Department.
Class of Individuals: Private sector.
Purpose: This information is used to account for all monies paid to or received from individuals or businesses.
Retention and Disposal Standards: Information is retained for six years.
PAC# = 86-001
TBS Registration Number: 002070

DOC/P-PU-050
Unsolicited Proposals

Description: The Department receives a wide variety of unsolicited proposals for projects. In those cases where a contract is awarded, the information is forwarded to the Accounts Payable personal information bank. In many cases, when funds are not available to entertain the proposal, the submission is retained in case funding should become available. Unsuccessful bids in response to a request for proposal may also be retained in case additional requirements arise. Submissions may contain names, addresses, résumés, and original ideas of the applicants.
Class of Individuals: General public, scientific community, arts community.
Purpose: Information was provided in order to facilitate the evaluation of proposals for funding, research grants and contracts, field trials, or cultural activities.
Consistent Uses: Submissions may be forwarded with permission to other departments or agencies which may be interested.
Retention and Disposal Standards: Records in this bank are retained for six years after completion and non-renewal (active for two — dormant for four).
PAC# = 78-001
TBS Registration Number: 001181

Cultural Affairs and Broadcasting Sector

DOC/P-PU-052
Sound Recording Development Program

Description: This class of documents contains separate files for each application for funding under the Sound Recording Development Program.
Class of Individuals: Individuals and private firms.
Purpose: This information is compiled to help manage the Sound Recording Development Program.

Consistent Uses: This information is used to determine eligibility for funding under the program.
Retention and Disposal Standards: Records are retained for seven years.
Related to COR: DOC/BCI-220
PAC# = 79-002
TBS Registration Number: 002073

Corporate Policy Sector

DOC/P-PU-055
CNO/CCI Membership Lists

This bank is a computerized listing of Canadian members in the CNO/CCI (Canadian National Organization for the International Consultative Committees) and national study groups. The CCIs are technical consultative committees of the International Telecommunication Union. This information relates to the public and private sector individuals who participate in the CNO/CCI. This bank was compiled to maintain up-to-date membership lists of CNO/CCI committees and national study groups for mailing purposes. This file may be used in order to distribute the CNO/CCI manual and CCIR/CCITT study group documents, and correspondence. Records are retained for 15 years (active for five — dormant for ten).

DOC/P-PU-060
ITU Headquarters and Field Staffing Data Bank

This bank contains applications and curricula vitae sent by individuals seeking employment in the International Telcommunications Union (ITU). In some cases, the applications are submitted to the ITU and copies are retained on file. In other cases where the applications are not forwarded to the ITU, they are kept in an inventory for possible future submission to the ITU. This information relates to the public with specialized knowledge of telecommunications. All applications for employment at the ITU are channelled through the International Relations Branch of the Department for transmission to the Public Service Commission, External Affairs and ultimately the ITU. The information is used, at the request of the applicants, for position application purposes. If requested by the general public through the *Access to Information Act*, personal information is protected. These records are retained for 15 years (active for five — dormant for ten), then forwarded to National Archives of Canada for selective retention.

DOC/P-PU-065
Unpaid Telephone Accounts

This file contains information on subscribers of foreign telephone companies who have moved to Canada, leaving behind unpaid telephone accounts. The same situation applies to Canadian telephone company customers who have moved out of Canada. All of this is done under CCITT Recommendation D173, of the International Telecommunication Union. This information relates to customers of Canadian and foreign telephone companies who have left unpaid telephone accounts. In the case of Canadian customers having left Canada, this bank is compiled to try to collect the money owing to the respective Canadian telephone companies. For overseas customers who are now residing in Canada, it is used to try to contact them and, if successful, suggest that they pay the outstanding amounts. In the case of Canadian customers, letters are sent to the foreign administrations seeking their help in collecting the account. Addresses are given if available, or telephone numbers to which long distance calls have been made. For overseas customers living in Canada, a registered letter is sent to them suggesting that they pay the outstanding amount to the foreign administration. If more convenient for them, they can send it to the Department here and it is then sent to the respective foreign administration. These records are retained for 15 years (active for five — dormant for ten), then destroyed.

Telecommunications and Technology Sector

DOC/P-PU-070
Telephone Call Detail Information

This bank contains details of all commercial long distance calls and government intercity network calls placed from government telephones which are provided as part of GTA's Local Shared Service and all calls placed on the GTA intercity network using government authorization codes. For calls orginating from GTA Local Shares Service telephones, the information includes the originating number, the number dialed, the intercity route taken, the date and time the call started and the duration of the call. For calls placed using authorization codes, the authorization code is added to the above information and the originating number will be replaced by an incoming trunk number. Telephone numbers dialed may include any telephone which is accessible on the commercial long distance network, the government intercity network or other dedicated departmental networks. People placing the calls include government employees, anyone who subscribes to GTA Local Shared Service, and anyone having access to a GTA-provided telephone. This includes Members of the House of Commons, Senators and their staffs; employees of agencies and Crown corporations included under Schedules A and B of the *Financial Administration Act*. Since many of the GTA-provided Local Shared Service Telephone numbers can be identified with a specific individual and call authorization codes are assigned to a specific individual by departments, the calling patterns and numbers dialed may reveal information about that individual. It can also reveal information about calls to a third party. GTA does not maintain in the call-detail files either the names to whom telephone numbers have been assigned or a list of which individuals have been assigned specific call authorization codes. Maintenance of this information, if necessary, is the responsibility of the department/agency which pays for the usage charges. GTA does maintain a separate directory database which is public knowledge and is published in government telephone directories either semi-annually or annually. The information is collected and processed to provide a basis for the billing of government departments/agencies for the charges incurred by GTA in providing the government intercity network; to provide particulars needed by departments/agencies to manage and control their use of GTA-provided network facilities and the resulting costs; to allow GTA to monitor, manage, control, forecast and plan the government intercity network. It is also used to monitor the performance of the network so that GTA can judge whether value has been received from the suppliers of the network. The information is provided to all GTA regional offices and to all government department/agency telecommunications officers or their authorized representatives so that they may manage and control their organization's use of the GTA intercity network, further allocate the costs within their department and ensure that the intercity network facilities are being used appropriately. Retention period for records in this bank is yet to be determined.

DOC/P-PU-075
Telephone for the Speech Impaired

Description: The information in this bank describes people with severe speech impairment, including its primary cause, the person's place of residence, ability to use augmentative communications systems such as symbols and other means, the availability of and ability to use computers, and access to telephone lines.
Class of Individuals: Speech impaired individuals, including the following: cerebral palsy victims, mentally handicapped, hearing impaired (where adult reading comprehension is at or less than a

Grade 4 level), aphasics (due to stroke, etc.) and those with emotional or behaviour disorders, including autism.
Purpose: The purpose of this bank is to determine the number of Canadians with a severe speech impairment, the percentage using augmentative communications systems and the percentage using or having access to personal computers and telephone lines. Information received will enable the Department to determine the best type of computers and telecommunications methods to use, and to identify possible test sites, based on needs and location of respondents.
Consistent Uses: Information will be used to set up a trial of the BLISSCOM "telephone for the speech impaired". Disclosure of names will only be made with permission of the respondent, when that individual is invited by the Department of Communications to take part in the trial.
Retention and Disposal Standards: Records are destroyed two years after the most recent administrative activity related to an individual case.
PAC# = 79-002
Related to COR: DOC/BRT-150
TBS Registration Number: 002104

Classes of Personal Information

Telecommunication and Technology Sector

Behavioural Research

This bank contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report, to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years in which the project is active; otherwise, it is active for the current fiscal year; thereafter it is inactive but retrievable for the next two years, after which it is transferred to the National Archives of Canada.

Cultural Affairs and Broadcasting Sector

Canadian Audiovisual Certification

This class of documents contains personal information pertaining to the creative personnel employed in productions which have been submitted for certification to determine the eligibility of the production for the capital cost allowance program. It contains names, addresses, citizenship and remuneration paid. Information is not filed by personal identifier, but is filed with application forms for the production. Files are retained for five years and then transferred to National Archives of Canada for selective retention. (See also Access to Information Register: DOC/ACF-255).

Cultural Initiatives Program

This class of personal information contains applications and supporting documentation submitted by cultural organizations seeking financial assistance for their activities. These documents may contain personal information pertaining to the directors and officers of cultural organizations including names, addresses and earnings. As well, the curricula vitae of participants and/or expert advisors to the proposed activity may be held on file. This information is not filed by personal identifier, but rather by cultural organization or activity title. This information was compiled to assess applications for funding of special projects under the program including management development projects, capital projects and special events such as festivals or conferences, etc. Records are retained for seven years, then transferred to National Archives of Canada for selective retention.

Book Publishing Industry Development Program

This class of documents contains separate files for each application for funding under the Book Publishing Industry Development Program. Files contain information about the corporate and financial status of the book publishers or industry groups involved. Personal information retained could include citizenship, nationality and other personal and financial information of company presidents, vice-presidents, and shareholders. The information is used to determine eligibility for funding under the program. Files are retained for seven years and are then forwarded to National Archives of Canada for selective retention. (See also Access to Information Register: DOC/BCI-250).

Insurance Program for Travelling Exhibitions

This class of personal information contains applications and supporting documentation submitted by museums, galleries, archives and libraries seeking insurance coverage for exhibitions which they organize and host. These documents contain the names and addresses of lenders of objects to the exhibition, as well as a description and the monetary value of the objects being loaned. This information is not filed by personal identifier, but rather by title of the exhibition. This information is used to determine the eligibility of the exhibition for insurance coverage through the program and for the preparation of insurance certificates for lenders to the exhibition. Records are retained for seven years, then transferred to the National Archives of Canada for selective retention. (See also Access Register: DOC/MHP-270).

Arts and Culture Organizations Inventory/EDP

This class holds records pertaining to organizations identified on a regional basis. The information at present consists of name, address, contact and phone number. The class is to be up-dated on an ongoing basis and used for making announcements, organizing meetings and preparing correspondence, as well as possibly identifying eventual recipients to be sent survey questionnaires. These files are retained for seven years.

Labour Market Study

Part 1 of this bank contains personal information on approximately 1200 employees of the museums across Canada and responses to questions on training and professional development opportunities, employment conditions, educational and training background, and some demographic data. Part 2 contains data on 500 museums and responses to questions on the museums labour market such as number of full-time and part-time positions; number of people employed for each job and their classifications; current budgets, etc. Records will be kept for five years (plus two years dormant).

DEPARTMENT OF COMMUNICATIONS

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Privacy Co-ordinator
Department of Communications
Room 404, North Tower
Journal Building
300 Slater Street
Ottawa, Ontario
K1A 0C8
(613) 990-4131

PARTICULAR BANKS

DOC/P-PE-801
Career Management
Description: This bank contains personal information on employees, specifically career profiles, curricula vitae as well as all other documentation related to employee training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems.
Class of Individuals: Employees of the Department.
Purpose: The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace.
Consistent Uses: The information gathered will be used to ensure objectivity in the selection process for employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile.
Retention and Disposal Standards: Records are destroyed two years after the employee has left the Department. Records will be kept for employees remaining with the Department.
PAC# = 86-001
TBS Registration Number: 002074

DOC/P-PE-802 *Formerly identified as:* DOC/P-SE-912
Performance Reviews and Employee Appraisals
This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. This information relates to employees of the institution. The purpose of this bank is to maintain information regarding the level of performance of individual employees within the Department and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The performance appraisal is kept in the employee's confidential file. This information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which they are destroyed.
PAC# = 85-001

DOC/P-PE-803 *Formerly identified as:* DOC/P-SE-916
Employee Assistance
This bank contains personal medical data which is maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. This information relates to employees of the institution. The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. This information is used to support decisions regarding employee assistance measures. Records are retained for two years following the date of the most recent reference to employee assistance, after which they are destroyed.
PAC# = 85-001

STANDARD BANKS

The following banks are located at headquarters and in the regions.

DOC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001182

DOC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001183

DOC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001184

DOC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001185

DOC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001186

DOC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001187

DOC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001188

DOC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001189

DOC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001190

DOC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001191

DOC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001192

DOC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001194

DOC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001195

DOC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001196

DOC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001198

DOC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001199

DOC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001200

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

Chapter 38

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

Overall Responsibilities

The Department of Consumer and Corporate Affairs was created in 1967 with the mandate to promote a fair, efficient and workable market system for the benefit of all Canadians. The Department has sought to fulfill its mandate primarily by ensuring that rules for marketplace behaviour are adequate, appropriate and effectively administered and by representing consumer interests within and outside the government.

Access Procedures

Please direct all enquiries to:

Access to Information and Privacy Co-ordinator
Departmental Secretariat
Consumer and Corporate Affairs
23rd Floor, Zone 1
Place du Portage, Phase I
50 Victoria Street
Hull, Quebec
K1A 0C9

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Departmental Secretariat

CCA/P-PU-005

Request for Access to a Record

Description: This bank contains request forms received by the Department for access to a record, answers to those requests, and information related to their processing.

Class of Individuals: General public.

Purpose: The purpose of this bank is to answer requests received under the *Access to Information Act* and the *Privacy Act*, and to prepare the annual report in accordance with the provisions contained in these acts.

Consistent Uses: The information may be transmitted to other departments for consultation purposes.

Retention and Disposal Standards: The files are arranged in numerical order and classified alphabetically on a card index. Records are retained for a period of two years at headquarters, in Hull, Quebec.

TBS Registration Number: 002106

CCA/P-PU-006

Application Request Files

Description: The computer files of this bank contain the names and addresses of individuals who have requested UFFI information bulletins or application forms. Files are maintained in surname sequence at headquarters in Hull, Quebec. The individual's name is required to access this information.

Class of Individuals: General public.

Purpose: This bank was established under the UFFI Assistance Program and was used to send out UFFI assistance applications. The Program is now finished.

Retention and Disposal Standards: The files will be kept until 1997.

Related to COR: CCA/DST-175

TBS Registration Number: 002107

CCA/P-PU-007

UFFI Contractor file

Description: Each record of this branch contains the candidate's name, address, contractor identification number (if applicable) and information about whether or not the person has passed the registration test. The files are maintained in candidate number sequence as well as surname sequence at headquarters in Hull, Quebec.

Class of Individuals: General public.

Purpose: This bank was established under the Contractor Registration Program and is used to supply Canada Mortgage and Housing Corporation and UFFI homeowners with lists of registered contractors.

Retention and Disposal Standards: The individual's name or candidate number is required to access this information. The files will be kept until 1997.

Related to COR: CCA/DST-175

TBS Registration Number: 002108

CCA/P-PU-008

UFFI Homeowner File

Description: This bank was established under the UFFI Assistance Program. The information includes personal and property data such as name, mailing and property address, foam installation information, as well as whether or not the home has been tested and who performed the test.

Class of Individuals: General public.

Purpose: This bank is used to administer the UFFI Assistance program and the files are maintained in identification number sequence at headquarters in Hull, Quebec. Either the individual's name or the identification number is needed to access this information.

Retention and Disposal Standards: Records will be retained for a minimum of two years.

Related to COR: CCA/DST-175

TBS Registration Number: 002109

CCA/P-PU-009

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the *Privacy Act*, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(*e*) of the *Privacy Act* for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation.

Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(*e*) of the enforcing a law of Canada or a province or carrying out a lawful investigation.

Retention and Disposal Standards: Records are retained for two years after completion of the request.

TBS Registration Number: 001874

Finance and Administration Directorate

CCA/P-PU-010

Deposit Trust Files

Description: This bank contains information relating to individuals or firms who are regular users of departmental services.

Class of Individuals: General public and enterprises.

Purpose: This bank serves as an accounting record for those individuals and firms who wish to prepay for services provided by the Department.

Consistent Uses: This bank is also used to determine whether sufficient funds are available before a service is rendered.

Retention and Disposal Standards: The files are arranged in numerical order by account number, which is necessary to access this information. Records are retained for six years at headquarters.
PAC# = 78-001

TBS Registration Number: 000118

CCA/P-PU-015

Payments to Contractors — General

Description: This bank contains curricula vitae and agreements for individuals under contract.

Class of Individuals: General public.

Purpose: This bank serves as a record of pay and benefits to individuals employed on a personal service contract.

Consistent Uses: This bank is also used for post-audits by the Auditor General.

Retention and Disposal Standards: These records are arranged in numerical order and are retained for six years at headquarters.
PAC# = 78-001

TBS Registration Number: 000119

Bureau of Consumer Affairs

Management Services Branch

CCA/P-PU-020

Claims By and Against the Crown (Motor Vehicle Accidents)

Description: This bank contains police reports of accidents, supervisor's reports of accidents, statements by departmental employees on the accidents, and Department of Justice decisions on liability.

Class of Individuals: General public and employees.

Purpose: To house all relevant data on accidents to determine liability and make settlements.

Consistent Uses: Information is also used for the purpose of analysis to determine common recurrent causes of accidents and initiate corrective training programs.

Retention and Disposal Standards: Records are retained for two years in the five regional offices after settlement of claims.
PAC# = 78-001

TBS Registration Number: 000120

Product Safety Branch

CCA/P-PU-025

Canadian Accident Injury Reporting and Evaluation (CAIRE)

Description: This bank includes the individual's chart number, institution, age of victim, admittance date, number of days hospitalized, injury nature and cause, place of occurrence and disposition.

Class of Individuals: General public.

Purpose: This bank was established to assist in the setting of priorities within the Product Safety Branch. It is used for internal and external data retrievals and regular publications. The individual's chart number is required to access the information.

Retention and Disposal Standards: Records are retained for a minimum of two years.

Related to COR: CCA/BCA-070

TBS Registration Number: 002110

Consumer Services Branch

CCA/P-PU-021

Consumer Complaints and Enquiry Assistance

Description: This bank contains individual complaints and enquiries about goods and services, the results of mediation, solutions and replies.

Class of Individuals: General public.

Purpose: The information is compiled to assist the individual in obtaining satisfaction for a particular consumer problem.

Consistent Uses: Details of the complaint and identity of the complainant are forwarded to provincial governments or private companies, as appropriate, to facilitate resolution of the dispute.

Retention and Disposal Standards: Records are retained for two years after expiry of fiscal year, after which period the records are destroyed.

Related to COR: CCA/BCA-031

TBS Registration Number: 001873

CCA/P-PU-026

Tax Rebate Discount Files

Description: The bank contains statements of discounting transactions submitted by discounters, and information relating to their processing and verification. It contains names, addresses, and social insurance number (obtained pursuant to the *Income Tax Act*) for persons using tax discounting services, as well as the year and amount of refund. It also contains the names and phone numbers of discount proprietors. Personal information is filed by discount company, province and year.

Class of Individuals: General public.

Purpose: Information was compiled for the administration and enforcement of the *Tax Rebate Discount Act*.

Consistent Uses: Bank information is required to administer and enforce the Act. It is shared with Alberta, Manitoba, Nova Scotia, Prince Edward Island, Yukon Territory, and the RCMP.

Retention and Disposal Standards: Retention period is for a minimum of two years and varies according to subject.

Related to COR: CCA/BCA-046

TBS Registration Number: 001945

Bureau of Corporate Affairs

Bankruptcy Branch

CCA/P-PU-030

Central Registry Information System

Description: This bank is the master index of all bankruptcy proceedings in Canada. The information content, which is a matter of public record, includes personal or business characteristics such as names and addresses, assets and liabilities, name of bankruptcy trustee, dates of the first meeting of creditors, dates of the bankrupt person's and the estate trustees' discharges, and the dividends paid on the bankruptcy. Also included are the names of officers and/or directors of bankrupt companies.

Class of Individuals: General public.

Purpose: This bank is used to facilitate the regulatory control of the bankruptcy process and for trustee audit purposes.

Consistent Uses: The files are arranged alphabetically by individual name and numerically by numbered corporations. The system is accessible through any of the 15 Bankruptcy Branch offices across Canada.

Retention and Disposal Standards: The records are held for 25 years after trustee discharge. All records relating back to 1923 are held in card files located in the Bankruptcy Branch head office in Hull, Quebec.
PAC# = M33-76
Related to COR: CCA/COA-085
TBS Registration Number: 000121

CCA/P-PU-035

Bankruptcy Detection/Investigation Files

Description: The content of this bank includes the name of the person being complained against or investigated, the initial complaint or the detection assignment, RCMP investigation reports, investigation results, court decisions, and the fines or jail terms imposed. The name and the special investigation number are needed to access this information.

Class of Individuals: General public.

Purpose: The purpose of this bank is to facilitate the monitoring of the relative propriety of all proceedings under the *Bankruptcy Act* both before and after the declaration of bankruptcy.

Consistent Uses: The bank is used to monitor the progress, results and backlogs of complaint and detection assignments undertaken by bankruptcy branch personnel, and investigations carried out by the Royal Canadian Mounted Police under the authority of the *Bankruptcy Act*.

Retention and Disposal Standards: Information will be available until the end of the program. Records of closed investigations are microfilmed and retained in alphabetical and numerical order at headquarters with a copy kept in the field office where the investigation took place. Microfiche files are kept 20 years after investigation has closed.
PAC# = M19-84
Related to COR: CCA/COA-085
TBS Registration Number: 000122

CCA/P-PU-040
Trustees in Bankruptcy
Description: This bank contains a record of the initial issue of a trustee license, the renewal and extension of the license, any restrictions applied to the trustee license and any removal of license. The information content of this bank includes the personal history of each trustee relating to his/her education financial portfolio, professional status, character enquiries made prior to the issuance of a license and any complaints against the individual.
Class of Individuals: Bankruptcy trustees.
Purpose: The purpose of this bank is to provide a repository for data used for the licensing of trustees in bankruptcy.
Consistent Uses: The information content of this bank is used to assess the qualifications of all applicant trustees.
Retention and Disposal Standards: These records are retained in the Department headquarters for five years after the discharge of the trustee. Information will be available until the end of the program.
PAC# = 78-005
Related to COR: CCA/COA-085
TBS Registration Number: 000123

CCA/P-PU-045
Bankruptcy Estate Control Files
Description: Each file contains information relating to the assignment into bankruptcy, or the affidavit of execution of assignment, or the proposal or receiving order, as the case may be; certificate of official receiver of appointment of trustee, the statement of affairs, the examination by the official receiver, minutes of the first meeting of administration, any bond files pursuant to section 12 of the *Bankruptcy Act*, certificates or orders issued by the official receiver and/or the court, minutes of inspectors' meetings, statement of receipts and disbursements and any correspondence relating to the estate. The social insurance number is collected pursuant to the *Income Tax Act* to enable the trustee to administer the estate. The individual's name and file number are required to access this information.
Class of Individuals: General public and bankruptcy trustees.
Purpose: These files contain information necessary for the proper administration of all estates under the *Bankruptcy Act*.
Consistent Uses: The files are arranged by the bankruptcy estate control number and are used as a source of information for the central registry information system. Information is shared with the RCMP for enforcement purposes and with Revenue Canada (Taxation) for administration purposes.
Retention and Disposal Standards: Records are kept for five years after trustee discharge.
PAC# = 78-005
Related to COR: CCA/COA-085
TBS Registration Number: 000124

CCA/P-PU-050
Retired/Rejected Applications
Description: This bank is a decentralized repository for all applications for the referral of consumer bankruptcy applicants to private sector trustees for bankruptcy services that have not been acted upon for one reason or another.
Class of Individuals: General public.
Purpose: This information is retained only at the office to which the application was made, as a means of facilitating efficient service to an applicant should a change in his or her situation warrant the provision of bankruptcy services at a later date. The name of the individual is required to access this information.
Retention and Disposal Standards: The applications are filed alphabetically. These are regarded as being confidential and are kept for two years after an application is closed.
PAC# = 78-005
Related to COR: CCA/COA-085
TBS Registration Number: 000125

Patent Office

The following files are held at headquarters only.

CCA/P-PU-055

Inventor and Applicant Index

Description: This bank contains an exhaustive inventory of inventors who have applied for patents under the patent program. Records in the bank are filed in alphabetical order contain the names of inventors and applicants, titles of inventions, application serial numbers and filing dates.

Class of Individuals: General public.

Purpose: This bank constitutes a public inventory of inventors who have applied for patents.

Consistent Uses: The bank is used to search for relevant prior documents and corresponding applications for foreign patents when new applications are received. The individual's or applicant's name is required to access this information.

Retention and Disposal Standards: The information in this bank is arranged in alphabetical order. This bank will continue to be of operational use until such time as the program ceases to exist. These records are retained for 17 years and then transferred to National Archives of Canada.

Related to COR: 002111

CCA/P-PU-060

Inventor, Assignee and Patentee Index Cards

Description: This bank contains an inventory of names of individuals or companies who have either invented, acquired by assignment, or been granted patents of inventions under the patent program. The information content includes names of inventors, assignees, or patentees; titles of the inventions; patent serial numbers and assignment registration numbers.

Class of Individuals: General public.

Purpose: This bank constitutes a complete inventory of names of individuals or companies who have either invented, acquired by assignment or been granted patents under the patents program.

Consistent Uses: The derivative use of this bank is to verify patent numbers of individuals or companies.

Retention and Disposal Standards: Records in this bank are retained at headquarters. They are microfilmed 50 years after the patent is granted.

PAC# = M15-71

Related to COR: CCA/COA-100

TBS Registration Number: 000126

CCA/P-PU-065

Register of Patent Agents

Description: This bank includes the names of registered patent agents, their addresses and the number under which they are registered to practice before the Canadian Patent Office.

Class of Individuals: General public.

Purpose: This bank was established to maintain an alphabetically indexed record of all persons registered to practice before the Canadian Patent Office.

Consistent Uses: This bank is used to maintain an up-to-date list of persons recognized as patent agents. The public may consult this bank.

Retention and Disposal Standards: These records are arranged alphabetically and retained in headquarters. They are kept for 10 years after last correspondence or failure to re-register.

Related to COR: CCA/COA-100

TBS Registration Number: 002112

CCA/P-PU-070

Patent Agent Records

Description: This bank, established under the patent program, contains histories of all persons registered to practice before the Canadian Patent Office. Contents include application document, supported by such personal data as education and work experience, other qualifications, patent examination results, complaints and other related correspondence.

Class of Individuals: Patent agents.

Purpose: The bank is used to provide an official historical record of all registered patent agents.

Retention and Disposal Standards: These records are arranged in numerical order by registration number and are retained in the Department. They are kept for 10 years after last correspondence or failure to re-register.

Related to COR: CCA/COA-100

TBS Registration Number: 002113

Copyright and Industrial Design Office

CCA/P-PU-075

Copyright Name Index

Description: This bank consists of index cards containing the name and address of the applicant, the title and nature of the work for which registration of copyright is being requested and the application number.

Class of Individuals: General public.

Purpose: This bank, established under the *Copyright Act*, provides access to the copyright register by applicant name.

Retention and Disposal Standards: This information bank contains copyright registration from 1841 to date and is retained at headquarters for a period of 150 years after registration.

PAC# = 78-005

Related to COR: CCA/COA-095

TBS Registration Number: 000127

CCA/P-PU-080

Industrial Design Name Index

Description: This bank contains industrial design registrations from 1861 to date.

Class of Individuals: General public.

Purpose: This bank, established for the Industrial Design Program, provides the public with access to the Industrial Design Registration Index.

Retention and Disposal Standards: The records are arranged alphabetically by name, and are retained in headquarters for 50 years after registration.

Related to COR: CCA/COA-095

TBS Registration Number: 002114

CCA/P-PU-085

Timber Mark Name Index

Description: This bank, established for the Timber Marking Program, contains registrations of all marks used for timber marking purposes.

Class of Individuals: General public.

Purpose: This bank constitutes a public inventory of all timber marking registrations.

Retention and Disposal Standards: The information in this bank is arranged alphabetically by name and is retained in the Department indefinitely.

Related to COR: CCA/COA-095

TBS Registration Number: 002115

Trade Marks Office

CCA/P-PU-090

Register of Trade Marks Agents

Description: Since 1954, the Trade Marks Branch has maintained a register of trade marks agents. This bank contains registration numbers, names, addresses, nationalities and dates, and is arranged alphabetically.

Class of Individuals: General public and trademark agents.

Purpose: This register serves to verify registration and provide addresses for correspondence.

Consistent Uses: The bank serves as an official historical file on trade mark agents. The agent's registration number or name is required to access this information.

Retention and Disposal Standards: These records are retained for two years after the last date of correspondence upon failure to register. PAC# = 78-005

Related to COR: CCA/COA-105

TBS Registration Number: 000128

CCA/P-PU-091

Trade Mark Information System

Description: This bank consists of registers containing information pertinent to each particular trade mark registered in Canada such as company name, trade mark name, wares and services, and date of use.

Class of Individuals: Individuals requesting registration of a trade mark, as well as owners of trade marks, trade mark agents and registered users.

Purpose: This bank provides public access to trade mark usage details register in Canada. It also assists the owner of a product, as well as the Trade Mark Branch, in determining whether a particular trade mark name or logo has already been registered or is registrable.

Consistent Uses: Information is entered after a trade mark has been registered. The registration page is completed by departmental staff and inserted in the Trade Marks Register. Details are normally researched through index cards prior to consulting the registers. All information is available for public viewing.

Retention and Disposal Standards: National Archives of Canada Division, maintains a hardcopy of the bank. Microfilm is retained in the Department until it is no longer responsible for retention of the information under the Trade Mark Regulations, a minimum of 15 years.

Related to COR: CCA/COA-105

TBS Registration Number: 001872

Corporations Branch

CCA/P-PU-092

Insider Trading Reports

Description: The bank contains the names and addresses of individuals, the corporation(s), the capacities in which the individual or corporation qualifies as an insider, and the designation, amount and control of securities of the corporation involved. Personal information is stored and referenced by corporate file.

Class of Individuals: General public.

Purpose: The information is obtained to comply with the reporting requirements of the *Canada Business Corporations Act*.

Consistent Uses: A summary of the collected information is published in the *Canada Corporations Bulletin*. Copies of reports filed are made available to the public upon request.

Retention and Disposal Standards: Information is retained for a minimum of six years.

Related to COR: CCA/COA-090

TBS Registration Number: 001946

CCA/P-PU-093

Notices of Directors of Corporations

Description: The bank records the identities of persons who became or ceased to be directors of *Canadian Business Corporations Act* corporations, or Boards of Trade, or *Canadian Corporations Act* Part II corporations. Names and residential addresses of current directors are available to the public via Corporate Integrated Information System (CIIS). Copies of the CIIS database are available to the public in microfiche format or through commercial electronic publishing firms. Copies of notices filed are made available the the public upon request. Other information is available through the corporation file.

Class of Individuals: General public.

Purpose: The information is collected pursuant to the *Canada Business Corporations Act*.

Retention and Disposal Standards: Standards for defunct corporations are under review, but all records are retained for a minimum of six years.

Related to COR: CCA/COA-090

TBS Registration Number: 001947

Bureau of Policy Co-ordination

Corporate Services and Research Branch

CCA/P-PU-125

Surveys — Consumers

Description: This bank contains consumers' opinions on the degree of relevance of CCA's programs in relation to consumers' needs, and the extent to which their behaviour and atitudes are affected by the existence of CCA's programs.

Class of Individuals: General public.

Purpose: The bank was created to obtain information on the relevance of CCA programs and on the extent to which program objectives were met, as perceived by their various target groups, one of which consists of consumer in general. The results of the data collection projects will be used to provide statistics which will assist the Corporate Services and Research Branch to assess the relevance and impact of CCA's programs and the extent to which these have succeeded in achieving their objectives.

Retention and Disposal Standards: Records are retained for a minimum of two years.

Related to COR: CCA/BPC-150

TBS Registration Number: 002119

CCA/P-PU-130

Surveys — Business Representatives

Description: This bank contains business representatives' opinions on the need for activities falling under CCA's mandate. In addition, the surveys provide information on the extent to which CCA's operations affect the conduct of business in Canada and promote the existence of a competitive economy and integrity of the marketplace. The surveys are also intended to provide data on the costs and benefits to be derived from CCA's different programs.

Class of Individuals: General public.

Purpose: This bank was created to obtain information on the

relevance of CCA's Programs and the extent to which program objectives were achieved, as perceived by their various target groups, one of which consists of all types of businesses in all sectors of the economy.
Retention and Disposal Standards: Records are retained for a minimum of two years.
Related to COR: BPC-150
TBS Registration Number: 002120

Classes of Personal Information

Bureau of Consumer Affairs

Enquiries

Enquiries Regarding Acts Administered in Whole or in Part by the Department

- Canada Agricultural Products Standards Act
- Consumer Packaging and Labelling Act
- Electricity Inspection Act
- Fish Inspection Act
- Food and Drugs Act
- Gas Inspection Act
- Hazardous Products Act
- National Trade Mark and True Labelling Act
- Precious Metals Marking Act
- Tax Rebate Discounting Act
- Textile Labelling Act
- Weights and Measures Act

This class contains records on establishments that have been inspected with respect to the requirements or the legislation listed above. It contains inspection reports, complaints, warning letters and other correspondence, and reports of prosecution. The names of individuals who are sole owners of companies appear in the files. These files are kept for several years in order to plan inspection visits and monitor the compliance level in relation to the regulatory requirements of the legislation administered by the Department.

Bureau of Competition Policy

Enquiries Class

This class includes all materials relating to the administration and enforcement of the *Combines Investigation Act* and the *Competition Act*. The material may relate to the legislation in general, or to any category of product or service. Most filing is done according to standard industrial classification coding; the key reference for retrieval purposes is the industry or company involved. There is limited cross-referencing to and recording of incoming correspondence (such as complaints and requests for information) which may contain personal information, but there is no deliberate collection of personal information. Where such information exists in records, it is incidental to the mandate and objectives of the program. Therefore, the ability to access personal information is limited. Personal information held by the Bureau may be provided to federal or provincial departments and agencies as required for the enforcement and administration of the *Competition Act*, or to ensure a proper level of service to the person identified. Files are retained indefinitely.

Bankruptcy Branch

Unclaimed Dividends/Undistributed Assets

This class contains records relating to section 125 of the *Bankruptcy Act*, under which the superintendent is the depository for all funds that are distributed to creditors but which, for whatever reason, remain unclaimed by the creditors. Under the same section of the Act, the superintendent receives all funds from trustees that cannot be distributed to creditors in an economically feasible manner. This particular fund also includes trust funds in the possession of the estate that are not estate and are available to the particular creditors providing appropriate identification.

Departmental Secretariat

Ministerial Correspondence

This class of information contains correspondence received from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of policy issues pertaining to Consumer and Corporate Affairs activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Privacy Co-ordinator
Consumer and Corporate Affairs Canada
23rd Floor, Zone 1
Place du Portage, Phase I
50 Victoria Street
Hull, Quebec
K1A 0C9
(613) 997-2704

CENTRAL BANKS

The following bank is located at headquarters:

CCA/P-CE-701
Conflict of Interest Records
Description: This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post-Employment Code for public office holders. It contains personal information about

their private activities, their assets and liabilities. The social insurance number is collected pursuant to the *Income Tax Act* from those individuals for whom the ADRG is required to report certain income directly to Revenue Canada (Taxation) as a result of the requirements of the Code.
Class of Individuals: Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code.
Purpose: The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders.
Consistent Uses: To establish precedents in administering the Conflict of Interest and Post-Employment Code and to extract and maintain in a public registry that portion of the information which the Code requires to be maintained in that manner.
Retention and Disposal Standards: Information is generally held in this bank for a period of two years after the individual concerned is no longer subject to the Code, according to Schedule 5 of the General Records Disposal Schedules of the Government of Canada.
Related to COR: CCA/DRG-165
TBS Registration Number: 000130

PARTICULAR BANKS

CCA/P-PE-801
Survey — Staff Relations Questionnaire (New)

The questionnaire solicits managers' opinions concerning CCA's existing staff relations training course for their employees and also concerning management's future needs and preferences for this type of training. The information in this bank relates to managers. The purpose of this bank is to review and revise the existing staff relations training course in order to ensure that it meets management's needs and preferences. The retention and disposal criteria are to be established.

STANDARD BANKS

The following banks are held at headquarters and in the regions. Current employees seeking access to their records should consult their supervisor or their local personnel unit.

CCA/P-SE-901
Employee Personnel Records
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000131

CCA/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000132

CCA/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000133

CCA/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000134

CCA/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000135

CCA/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000136

CCA/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000137

CCA/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000138

CCA/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000139

CCA/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000140

CCA/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000141

CCA/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000142

CCA/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000143

CCA/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000144

CCA/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000145

CCA/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000146

CCA/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000147

CCA/PSE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000148

CCA/PSE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000149

Deleted Personal Information Banks

The following personal information banks have been transferred to the National Archives of Canada:

CCA/P-PU-110	Assistance Program — Workers' Metric Tools
CCA/P-PU-115	Committee Membership Records
CCA/P-PU-120	Metric Commission Canada — Information Bank

DEPARTMENT OF ENERGY, MINES AND RESOURCES

Chapter 39

DEPARTMENT OF ENERGY, MINES AND RESOURCES

Background

Although the history of the Department of Energy, Mines and Resources is comparatively short, some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics, formerly the Dominion Observatory, dates from 1871 and parts of the Surveys and Mapping Branch were established in 1872.

The Department of Energy, Mines and Resources (EMR) was created in 1966 by the *Department of Energy, Mines and Resources Act*. Previously known as the Department of Mines and Technical Surveys, it took on a new and important role as policy maker in energy development. Since then, the Department has been given a stronger mandate to fulfill its role as the principal federal agency responsible for the discovery, investigation, development and conservation of Canada's mineral and energy resources.

Overall Responsibilities

The department administers three programs: the Energy Program, the Minerals and Earth Sciences Program and the Administration Program. Collectively, the programs of the Department provide a continuum of initiatives directed towards national economic development issues.

The objective of the Department of Energy, Mines and Resources is to promote the discovery, development and efficient use of the country's mineral and energy resources and to broaden the knowledge of Canada's landmass for the benefit of all Canadians. To attain this objective, the Department devises and fosters national policies based on research and data collection in the earth, mineral, and metal sciences; and on policy, economic and social analyses. The Department also carries out an earth sciences program directed toward the conservation and use of the Canadian landmass, and it provides, as a national service, the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide span of customers across the country.

Access Procedures

Formal requests for personal information under the *Privacy Act* and complaints and enquiries concerning the administration of the Act within the department should be addressed to:

Co-ordinator
Access to Information and Privacy
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
(613) 995-9544

At the corporate level, the Assistant Deputy Minister of Finance and Administration, through the Access to Information and Privacy Secretariat, directs the implementation of policies and administrative procedures concerning the application of the Act throughout the Department, and will investigate all complaints on issues relative to applications and service to the public. The Deputy Minister oversees final resolution of any complaints or legal actions concerning the disclosure of information held by the Department.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Explosives Branch

EMR/P-PU-005
Explosives Licenses and Permits
Description: Information relating to the issue and control of licenses and permits granted for storage, transportation by road, importation, manufacture and sale of explosives.
Class of Individuals: All individuals with a need to store, transport, or handle explosives.
Purpose: To fulfill the responsibility of the Explosives Branch as the federal licensing and inspection agency for explosives in Canada.
Consistent Uses: Transmittal of information to investigative bodies when an infraction or incident concerning explosives occurs.
Retention and Disposal Standards: Licenses and permits are retained for three years after expiry date.
PAC# = 85-010
Related to COR: EMR/MET-530; MET-540
TBS Registration Number: 000398

Canada Centre for Surveying

EMR/P-PU-010
Board of Examiners for Canada Lands Surveyors
Description: Information relating to formal applications to write Canada Lands Surveyor exams including applicants' names, addresses, date of birth, country of birth, academic qualifications and work experience, copies of diplomas and certificates, statements of marks, names of special examiners and individuals' exam papers.
Class of Individuals: Individuals applying to qualify as Canada Lands Surveyors.
Purpose: Information is used by the Board of Examiners for Canada Lands Surveyors in the examination process to qualify candidates as Canada Lands Surveyors.
Consistent Uses: Marks forwarded to provincial governments at request of candidates.
Retention and Disposal Standards: Examination papers retained for two years after correction. Files retained two years after individual reaches age eighty.
PAC# = 85-010
Related to COR: EMR/SMR-400; SMR-405
TBS Registration Number: 000399

Canada Centre for Mineral and Energy Technology (CANMET)

EMR/P-PU-015
Certification in Non-Destructive Testing
Description: Information relating to the certification, on a national basis, of non-destructive testing personnel in accordance with CGSB standards. Aspects include examination in industrial radiography, ultrasonics, magnetic particle, liquid penetrant, and eddy current methods. Includes names, addresses, medical certification on eyesight, original application forms, examination copies and results, date(s) of certification and methods, and data on annual certification renewal of individuals who undergo examination.
Class of Individuals: Individuals desiring certification in non-destructive testing.
Purpose: Information is used to certify individuals in non-destructive testing and answer queries from outside organizations on an individual's certification status. The information is also used to

prepare a list of certified personnel in good standing which is published annually and made available to the public.
Consistent Uses: Information regarding an individual's marks may be provided to an employer when the employer provides the testing fee.
Retention and Disposal Standards: Files are retained ten years after expiry of certification.
PAC# = 85-010
Related to COR: EMR/MET-465
TBS Registration Number: 000400

Energy Conservation Branch

EMR/P-PU-020
Canadian Home Insulation Program (CHIP) Grants
Description: Cases relating to individual applications, invoices, inspection reports and pertinent correspondence pertaining to grants provided to householders for insulation materials and labour costs.
Class of Individuals: Grant applicants.
Purpose: The purpose of this bank is to control the administration of taxable insulation grants provided to eligible applicants under the Canadian Home Insulation Program (CHIP). It permits the issue of income statement forms in the name of the applicant, provides information requested by provincial governments considering further assistance to applicants, and also assists in evaluation studies associated with the program.
Consistent Uses: Information is shared with Canada Mortgage and Housing Corporation, which answers specific enquiries regarding program applications through regional offices located across Canada.
Retention and Disposal Standards: After program termination in March 1986, individual grant information existing in all media will be copied onto approximately 70-100 tapes which will then be retained another six years in a federal records centre.
PAC# = 85-015 (under review)
TBS Registration Number: 000401

EMR/P-PU-025
Energy Conversion Grants Program
Description: Information relating to individuals applying for Canada Oil Substitution Program (COSP) grants through Canadian Renewable Energy Office (CREO) and utility companies including applications, correspondence, invoices and financial information.
Class of Individuals: Homeowners.
Purpose: The information is used to control, justify and process payment of the grant. Information is also used to capture statistical information by geographic location, type of conversion, volume of conversions in each province, and type of fuel. This aggregate data and some personal information is used for planning and program evaluation purposes over the lifetime of the program.
Consistent Uses: Information is shared with provincial utility companies who deliver some aspects of the program. This information may be used to qualify applicants for further grants by provincial governments or agencies.
Retention and Disposal Standards: Individual applications will be retained eight years after program termination (March 31, 1985).
PAC# = 85-011
TBS Registration Number: 000402

Finance and Administration

EMR/P-PU-030
Access Requests Data Bank
Description: Information relating to formal access requests such as notices and copies of documents pertaining to the processing of requests for access made pursuant to the *Access to Information Act* and the *Privacy Act*, including complaints and investigations involving individuals, third parties, Access to Information and Privacy Commissioners, and the Court.
Class of Individuals: Canadian citizens or permanent residents of Canada.
Purpose: Information is used for processing access requests and to report on the number of access requests received annually.
Consistent Uses: Transmittal of information to investigative bodies when required under the *Access to Information Act* and the *Privacy Act*.
Retention and Disposal Standards: Access requests retained for two years after case is closed.
PAC# = 78-001 (under revision)
TBS Registration Number: 000403

EMR/P-PU-035
Service Contracts
Description: Information relating to the provision of services by individuals and firms in the private sector to assist in departmental activities and programs.
Class of Individuals: Contractors.
Purpose: To provide information relative to contracts awarded by the Department. Contracts awarded by the Department of Supply and Services on behalf of EMR are not included.
Consistent Uses: To compile statistical information with respect to numbers of contracts awarded by the Department.
Retention and Disposal Standards: Files are destroyed six years after completion and non-renewal of contract.
PAC# = 78-001 (under revision)
TBS Registration Number: 000404

EMR/P-PU-040
Unsolicited Proposals Program
Description: Information relating to the executive level co-ordination of unsolicited proposals for research and development contracts received from Supply and Services Canada that relate to departmental missions, programs and operations. Copies of the proposals are forwarded to the branch having the relevant expertise to assess the project.
Class of Individuals: Individuals, companies, and universities engaged in scientific research.
Purpose: The information is used to assess the projects and the unique capability of the performer.
Consistent Uses: To compile general statistics of interest to the Department with respect to the program as a whole.
Retention and Disposal Standards: Proposals are retained for two years after acceptance or rejection.
PAC# = 85-010
TBS Registration Number: 000405

Canada Oil and Gas Lands Administration

EMR/P-PU-045
Offshore Operations — Divers
Description: Cases relating to an individual diver's diving history. The information consists of the names, addresses, birthdates, birthplaces, physical condition and training of divers.
Class of Individuals: Individuals — divers.
Purpose: Main use is to provide rapid access to a diver's history to expedite certification and provide data required for diving program approval. Diving program approval is contingent upon knowledge of an individual diver's qualifications and work history in order to prevent accidents caused by lack of experience in unusual circumstances.
Consistent Uses: Information is also used to develop statistical profiles of the diving population, and to otherwise identify areas of diving regulations requiring updating and improvement for increased diver safety.

Retention and Disposal Standards: Information is retained until the diver reaches 65 years of age, and for two years thereafter, after which the data will be transferred to the National Archives of Canada for archival purposes.
PAC# = 85-010
Related to COR: EMR/CGA-065
TBS Registration Number: 000406

EMR/P-PU-050
Emergency Fuel Rationing Program
Description: This bank contains information relating to the implementation of an emergency fuel rationing program in Canada required in the event of a severe oil shortage and pursuant to the *Energy Supplies Emergency Act* (1979). Ration coupons would be issued to eligible applicants who would be required to provide various discrete personal data elements such as name, address, vehicle plate number and driver's license number. Business applicants would be required to provide information on the nature of their business and fuel consumption over specific periods in order to enable calculation of their ration share. Individuals would be hired under contract to collect this information and issue the ration coupons.
Class of Individuals: Individuals who purchase gasoline and diesel fuel at retail outlets during rationing and individuals hired under contract to issue coupons.
Purpose: The data would be collected in order to administer the various aspects of the fuel rationing program and only in the event that such rationing is necessary.
Consistent Uses: Information would be used to substantiate applicants' eligibility to obtain fuel coupons. Selected samples of vehicle registration data will be checked for accuracy with the Motor Vehicle Registrars in each province. Information relating to individuals hired under contract will be used for processing payments.
Retention and Disposal Standards: The Emergency Fuel Rationing personal information bank will be retained for two years after the discontinuance of the rationing program, then transferred to federal Archives Division, National Archives of Canada, for archival purposes.
TBS Registration Number: 002833

EMR/P-PU-055
Canadian Exploration and Development Incentive Program (CEDIP)
Description: This bank contains information relating to the Canadian Exploration and Development Incentive Program. The incentive is available to any individual, corporation or trust incurring an eligible expense for oil and gas exploration in Canada. The applicant will complete a summary form which provides for the identification of the applicant, the amount of incentive claimed and a certification as to the completeness and accuracy of the information submitted. One form is required for the eligible expenses of each well or program claimed. The applicant will be required to submit technical data and detailed expense summaries for each well or program only when not submitted previously. Where the applicant shares the $10 million annual expense limit with another person, a form specifying the amount allocated to each person must be completed.
Class of Individuals: Individuals who apply for incentives for oil and gas exploration and development in Canada.
Purpose: The objective of collecting this information is to determine the eligibility of claimant and expenses for the purpose of making an incentive payment.
Consistent Uses: This information will also be used to determine cost norms for expenses; to track and control outstanding and completed applications; to facilitate recovery of incentives paid in error; to audit claimants expenses and eligibility; and to establish internal performance measurement to aid in improving efficiency and effectiveness of the incentive payment process.
Retention and Disposal Standards: Information is retained for 10 years after program termination. Information would then be transferred to federal Archives Division, National Archives of Canada for archival purposes.
TBS Registration Number: 001868

Classes of Personal Information

Personal information concerning departmental employees and individuals employed under contract is held for personnel and other administrative functions as described under Employee Personal Information Banks.

Most of the personal information held by the Department of Energy, Mines and Resources results from the energy conservation and oil substitution components of the National Energy Program. This information is used to administer and control grants and other financial incentives provided to eligible individuals under the Canadian Home Insulation Program (CHIP) and the Canada Oil Substitution Program (COSP).

Voluntary responses to telephone surveys and written questionnaires received from individuals for the purpose of evaluating the progress and effectiveness of the above and other departmental programs is also held by the department as indicated in this index.

The Department also holds other personal information voluntarily submitted by individuals in response to surveys and questionnaires relating to departmental scientific, statistical and other publications, as indicated in this index. These responses are used to identify the needs of clients in terms of the adequacy of the contents of the publications, to determine if publications meet the client needs and to ascertain how the information content should be changed or modified to better suit the needs of the clientele.

Some departmental programs and activities result in the accumulation of personal information which is not contained in the personal information banks (PIBs) described in this index. This personal information is stored within subject files where records are not normally retrieved by the name of the individual or other personal identifier. This form of personal information consists of: personal opinions and attitudes about a variety of subjects; requests for publications, reports, etc.; enquiries for information of a general nature, enquiries concerning energy, minerals and earth sciences technology. It is normally retrievable only if specifics are provided concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored. Personal Information Classes (PICs) to identify this type of information have been included.

Explosives Branch

Explosives Safety and Accident Statistics

The purpose of this class is to provide a record of statistics on safety measures in the explosives industry as well as on all accidents related to explosives. The files contain information on the nature of the accident as well as the victim's name, age and address, if applicable. Records are retained for varying periods depending on the accident. Records containing information on serious incidents are retained permanently.

Canada Centre for Surveying

Crown Canada Lands Survey Contracts

This class contains information related to contracted surveys on Crown Canada Lands, such as Indian reserves, national parks and territorial lands. The data consists of names and addresses of surveyors interested in performing survey work, their proposals based on specifications, cost estimates, technical information on surveys, relevant correspondence, evaluations of surveyors' performance and reports on the quality of the survey. The information is used to enable the execution of necessary surveys to the required standards at the most economical price. The information is also used to compile lists of acceptable surveyors for performing required surveys. Routine records are retained for three years and technical records are assigned a permanent retention period.

Gazetteer of Canada Users' Survey

This class contains information provided to the Department by users of the "Gazetteer of Canada". The data includes the frequency of use of the Gazetteer listings of Canada's geographical names, the preferred format of the Gazetteer, and the content of the Gazetteer, etc. The users' responses are used in tailoring future publications to suit users' needs. Information will be retained for five years.

Energy Conservation Branch

Car Mileage Questionnaire

This class contains information provided to the Department by readers of the "Car Mileage Book" who complete its questionnaire. The answers provide data on the number of cars owned by households, the occupation of the chief wage earner in the household, vehicle data such as year of manufacture, make, model, number of cylinders, engine size, serial number and odometer reading. The respondent may also provide information on the number of kilometres driven in the past year, kilometres per litre attained (overall, city and highway driving), whether any cars are used for commuting to work and the commuting distance and time. The information is used to assess the impact of the publication, acquire perceived fuel economy information and compare trends compiled with those of other comparable surveys such as the "Journey to Work" survey compiled by Statistics Canada for Labour Canada. Questionnaires are retained for a period of five years.

Enersave for Home Insulation

This class consists of data obtained from homeowners who submit data to the Enersave for Home Insulation information service in order to know what changes to upgrade the quality of their home's insulation will be effective and worthwhile. The homeowner completes and returns a questionnaire and in return, receives a "personalized" analysis of his/her home, recommendations for improvements, estimates of improvement costs and estimates of potential energy and dollar savings. Data include the date when the house was built, the style, measurements of the perimeters of the house, as well as type of insulation, number of windows and doors, the type of fuel used, the cost of the fuel, and the type of hot water heater used. The questionnaires are retained for two fiscal years and the computer data is retained for five years.

The Garbage Book Questionnaire

This class contains information provided to the Department by readers of the "Garbage Book", who complete its questionnaire. The answers provide data on the comprehension and usefulness of the book, on the application of ways to conserve energy and reduce garbage at home, what results were obtained in applying certain measures and if the book has changed the reader's perception regarding energy, garbage, home and society. Space is provided for personal comments and respondents' ideas on ways of cutting down waste. Questionnaires are retained for a period of five years.

Keeping the Heat In Questionnaire

This class contains information provided to the Department by readers of the book "Keeping the Heat In" who complete its feedback forms. The answers provide data on the comprehension and usefulness of the book. Feedback form 1 provides general comments about the book, and the simplicity and comprehension of the diagrams and instructions provided in the book. Feedback form 2 (to be completed after re-insulation) provides details on where insulation was done, the size and type of dwelling, the amount and type of insulation put in, R-value added, if the work was done by the homeowner or a contractor and the costs. Respondents may provide the name and address of the contractor and a rating of the work performed. Feedback form 3 (to be completed the year following re-insulation) provides data on where and how much insulation was installed, amount and type of insulation before re-insulation, R-value added, whether it was installed by the owner or contractor and the costs, as well as data concerning the type of heating fuel used, the costs before and after re-insulation, the comfort of the house, thermostat setting and any changes that might affect fuel consumption. The information is used to assess the impact of the publication. Questionnaires are retained for a period of five years.

100 Ways to Save Energy and Money at Home Questionnaire

This class contains information provided to the Department by readers of the book "100 Ways to Save Energy and Money at Home" who complete its feedback forms. The answers provide comments about the book such as its usefulness, if it was easy to read and understand, if it was too technical or too simple and if the reader received adequate information on ways to save energy. Readers are asked if they have taken steps to save energy in the home and with what results, whether the book has changed their perception of energy conservation in relation to home and society, how many people read the book and which sections were read. Space is provided for other comments. The information is used to assess the impact of the publication. Questionnaires are retained for a period of five years.

The Billpayers' Guide to Furnace Servicing

This class contains information provided by readers of the book "The Billpayer's Guide to Furnace Servicing", who complete its feedback form. The answers give comments about the book such as its usefulness, if it was easy to read and understand, if it was too technical or too simple, and whether or not the book was used when the service mechanic serviced the furnace, etc. May also contain comments regarding servicing of the furnance — whether any extra services not described in the book were completed, whether the customer was satisfied with the service provided and what the efficiency of the furnace was after servicing. The information is used to assess the impact of the publication. Questionnaires are retained for a period of five years.

Coal and Alternative Energy Branch

Household Survey of Consumer Attitudes about Solar Water Heating

The main purpose of this survey is to determine solar energy knowledge, attitudes, perceptions about cost, willingness to purchase a solar system, and reasons for and against the use of solar water heating. The data collected is used to decide whether and how the federal government should design policies to encourage Canadian homeowners to invest in, or otherwise acquire, solar water heating systems, and also provides feedback to existing policies and programs in solar energy. The contents include information collected by questionnaire from a nationally representative sample of households in the Atlantic provinces, Quebec, Ontario, the Prairie provinces and

British Columbia, concerning the present method of space and water heating, the total home energy costs in 1981, the estimated cost of water heating, perceptions of future energy costs and new energy sources, energy conservation and substitution practices and purchases, and house buying intentions.

Corporate Policy and Communications Sector

Ongoing Surveys of Public Attitudes Towards the Canadian Energy Situation

This class contains information on Canadian public knowledge, attitudes and behaviour patterns towards the Canadian energy situation. The data is collected under contract using various survey methodologies and is used to support the energy communications programs of the Department. The collection and use of any personal information is confined solely to internal verification and validation of the information by the contractor and all personal information is subsequently destroyed. The Department receives only aggregated statistical data from the contractor. The statistical information is retained for seven years and then transferred to National Archives of Canada for selective retention.

Survey of Users of Energy, Mines and Resources Scientific and Statistical Output

This class contains information provided by clients using information which is produced by the Department of Energy, Mines and Resources. The data relates to the use, quality, accuracy, timeliness, format, availability of the departmental output and also the impact this output has on the clients' work. The information is used to identify the needs of clients in terms of scientific and statistical information that can be provided by EMR, to determine if these needs are being adequately served by the output and to ascertain how the output should be changed or modified to better suit the needs of the clients. Retention of records is in accordance with the specific components under this class title.

Survey of Users of the Geological Survey of Canada

This class contains information provided by clients of the Geological Survey of Canada (GSC). The data relates to the use, quality, accuracy, timeliness, format, availability of the GSC's output and also the impact this output has on the clients' work. The information is used to identify the needs of clients in terms of geoscientific information that can be provided by the GSC, to determine if these needs are being adequately served by the GSC output and to ascertain how the output should be changed or modified to better suit the needs of the clients. The completed questionnaires are retained for ten years.

Survey of Users of Mineral Development Activity's Scientific and Statistical Publications

This class contains information provided by clients using scientific and statistical publications resulting from the Mineral Development Activity (MDA) of the Minerals Program. The data relates to the use, quality, accuracy, timeliness, format, and availability of this published output and also the impact this output has on the clients' work. The information is used to identify the needs of clients in terms of published scientific and statistical information that can be provided by MDA, to determine if these needs are being adequately served by the output and to ascertain how the output should be changed or modified to better suit the needs of the clients. The completed questionnaires are retained for ten years.

Earth Sciences Sector

Research Agreements Program

This class contains applications for grants submitted to the Department from candidates affiliated with Canadian research institutions. Applications contain information on the description and budget for the proposed project and the applicant's curriculum vitae. The information is used to select and award grants in the natural, physical and social sciences and engineering wich can contribute to the department's purpose. The information is also used to compile general statistics of interest to the department with respect to the program as a whole, and not in relation to individual applicants. Accepted applications are destroyed after a period of six fiscal years and those not accepted are destroyed after two fiscal years.

Research and Technology Sector

Federal Energy Research and Development

This class contains data on various federal energy research and development projects. The information consists of details of the research projects, names of companies, consultants and individual university researchers working under contract or receiving grants in the particular research area and the amounts paid. The information is used by the Interdepartmental Panel on Energy Research and Development in the review, planning and allocation of energy research and development priorities and expenditures within the federal government. The data is also used in the preparation of the publication titled "An Inventory of Energy Research and Development Supported by the Government of Canada". The information is stored according to research area.

Canada Centre for Mineral and Energy Technology (CANMET)

Technical Enquiries

This class includes technical enquiries, comments and opinions of individuals corresponding with the Department regarding issues related to energy (coal and alternative energy sources), mining and mineral technolgy. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Enquiries and Comments from the Public

This class covers enquiries, comments and the opinions of individuals corresponding with the Department about various departmental and national issues relating to energy, minerals and earth sciences subjects. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Mailing Lists

This class includes correspondence and request cards from individuals regarding departmental mailing lists for publications, maps and charts, reports, catalogues, and indexes. The information is used for amending addresses and to add or delete individual names on mailing lists which are retained permanently. The correspondence and request cards are retained until the mailing list has been amended.

Requests for Publications and General Information

This class covers correspondence from individuals requesting publications and information of a general nature. Requests cover a variety of subjects related to energy, minerals and earth sciences publications, reports, pamphlets, maps, speeches, statements and news releases produced by the Department and available to the public. The information is used for reference purposes concerning any subsequent enquiry concerning lack of receipt of the publication requested and is retained for two years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Co-ordinator
Energy, Mines and Resources
11th Floor
580 Booth Street
Ottawa, Ontario
K1A 0E4
(613) 995-9544

PARTICULAR BANKS

EMR/P-PE-801
Biographies
Description: Information relating to biographical sketches of senior officials of the Department and Crown corporations reporting to the Minister. The information consists of a personal history of the official including the date of birth, education, employment history and associations of which the official is a member.
Class of Individuals: Departmental officials.
Purpose: The biographical sketches are prepared and approved by the officials concerned and are used to answer requests for biographies of these officials from other federal government departments, provincial governments, news media, service clubs, etc.
Retention and Disposal Standards: Information on individuals is retained for two years after the official leaves the institution. Some of this information will be transferred to National Archives of Canada for archival purposes.
PAC# = 78-001 (under revision)
TBS Registration Number: 000407

EMR/P-PE-802
Crown-owned Living Accommodation
Description: Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status, number of children and employee classification and salary. Also contains the amount of rental and the dates of occupancy.
Class of Individuals: Departmental employees.
Purpose: The data are used to administer accommodation requirements and the collection of rental deductions.
Consistent Uses: Linked to Department of Public Works PWC/P-PU-020.
Retention and Disposal Standards: Individual files are retained for two years after the occupants vacate the premises.
PAC# = 78-001 (under revision)
TBS Registration Number: 000408

STANDARD BANKS

EMR/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000409

EMR/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000410

EMR/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000411

EMR/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000412

EMR/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000413

EMR/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000414

EMR/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000415

EMR/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000416

EMR/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000417

EMR/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000418

EMR/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000419

EMR/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000420

EMR/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000421

EMR/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000422

EMR/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000423

EMR/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
TBS Registration Number: 001828

EMR/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000424

EMR/P-SE-920
Incentive Awards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001832

DEPARTMENT OF THE ENVIRONMENT

Chapter 40

DEPARTMENT OF THE ENVIRONMENT

Background

The Department of the Environment was established by the *Government Reorganization Act*, 1970-71-72, ch. 42 on June 10, 1971. The Department, also known as Environment Canada, has as its primary duties renewable resources management and the protection of Canada's air, water and land resources. The departmental organization has three principal components: Atmospheric Environment Service; Conservation and Protection (inland waters, wildlife and lands); and the Parks Program. In addition to these three, there is a combined Finance and Administration Service.

The National Battlefields Commission, a separate agency, also reports to the Minister of the Department.

Access Procedures

Please direct enquiries concerning the following banks to:

Access to Information Co-ordinator
Department of the Environment
3rd Floor
Place Vincent Massey
351 St. Joseph Boulevard
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Atmospheric Environment Service

DOE/P-PU-010
Applications for Research Grants Science Subventions
Description: Each entry in the bank contains information of the following type: educational, financial support for research, new scientific concepts, personal statement of productivity, third party evaluation of the entry. All assessments and grants are processed at Atmospheric Environment Service headquarters from Canadian university faculty members.
Class of Individuals: Faculty members of Canadian universities in the environmental sciences or faculties related thereto.
Purpose: To provide information used in the annual selection of research proposals to be funded by this institute.
Consistent Uses: To assess research proposals in order to award research funds.
Retention and Disposal Standards: Records kept less than five years, usually two years.
PAC# = 78-001
Related to COR: DOE/AES-310
TBS Registration Number: 001394

DOE/P-PU-015
Applications for Visiting Fellowship Awards
Description: Contains information of the following types: demographics, employment, educational, personal references, third party evaluations. All assessments are processed at Atmospheric Environment Service headquarters. Awards are granted to visiting fellows for their work at headquarters.
Class of Individuals: Generally restricted to environmental scientists who have recently completed their doctoral degrees.
Purpose: To provide personal and academic information used in the annual selection of visiting fellows to this institute.
Consistent Uses: To assess potential candidates for visiting fellowship awards. The file is shared with NSERC.
Retention and Disposal Standards: Records are kept for less than five years, usually for three years.
PAC# = 78-001
Related to COR: DOE/AES-310
TBS Registration Number: 001395

DOE/P-PU-020
Post-graduate Fellowships
Description: Post-graduate fellowships are intended to provide financial assistance to Canadian citizens and permanent residents who are enrolled in an MSc or PhD program in Meteorology and Atmospheric Services.
Class of Individuals: Canadian citizens and permanent residents who have completed undergraduate degrees.
Purpose: To provide information in the annual selection of candidates for post-graduate fellowship awards.
Consistent Uses: Primary use is to assess fellowship applications.
Retention and Disposal Standards: Records kept less than five years, usually two years.
PAC# = 78-001
Related to COR: DOE/AES-310
TBS Registration Number: 001396

DOE/P-PU-025
Applications for Studentship in Meteorology or Atmospheric Science
Description: To provide personal and academic information used in the annual selection for the provision of studentships at Canadian universities.
Class of Individuals: Canadian citizens and permanent residents who have graduated with 3.5 courses in physics and 4.5 courses in mathematics with a 66% average.
Purpose: To assess potential recipients of studentships.
Consistent Uses: To assess applications for AES Studentships.
Retention and Disposal Standards: Two years. If the applicant becomes an employee, the application is placed on his/her personnel file.
PAC# = 78-001
Related to COR: DOE/AES-310
TBS Registration Number: 001397

Conservation and Protection

DOE/P-PU-005
Wildlife Permit Information
Description: This bank contains information gathered from permits required by Act of Convention for the purposes of protecting, managing, and regulating the use of certain species of birds or animals and their habitat. Specific information includes the Migratory Birds Permit information, which is gathered under the legal requirements of the *Migratory Birds Convention Act* such as avicultural permits, taxidermists permits, scientific permits, migratory bird damage permits, airport permits, eiderdown permits, Cap Tourmente hunting permits, *Migratory Birds Convention Act* permits; banding and collecting permits, migratory game birds hunting permits and special permits. Information gathered by permits for the import, export or transit of endangered species is also contained in this database.
Class of Individuals: Information such as names, addresses, telephone numbers, occupations, and type of permit requested are kept on individuals applying for Migratory Birds Permits in the five Canadian

regions (Pacific and Yukon, Western and Northern Ontario, Quebec, and Atlantic Regions).

Purpose: To compile information under the *Migratory Birds Convention Act* if any enquiries are made for legal or other purposes.

Retention and Disposal Standards: Retention of 15 years; active for five years and dormant for ten years, then transferred to the National Archives of Canada for selective retention.

PAC# = 84-024

Related to COR: DOE/CAP-110

TBS Registration Number: 001393

DOE/P-PU-030

Water Resources Research Support Program (WRRSP)

Description: Contains project details including research plan, state-of-the-art reviews, budgetary requirements, progress reports, project reviews and assessments as well as personal data such as name and curriculum vitae. All files relate to scientists at Canadian universities. This bank is established and maintained at headquarters and is restricted to management personnel and research scientists within the directorate, but is occasionally extended to the service level, other services of the Department and to other departments.

Class of Individuals: Scientists at Canadian universities.

Purpose: To evaluate proposals submitted by researchers at Canadian universities for funding consideration.

Retention and Disposal Standards: Unfunded project files are retained for two years, then discarded; funded project files are retained for six years after completion of project.

PAC# = 78-001

Related to COR: DOE/CAP-205

TBS Registration Number: 001398

DOE/P-PU-035

University Research Support Fund

Description: Contains evaluations of proposals submitted by researchers at Canadian universities for funding consideration through the Canadian Wildlife Service. This bank contains an outline of projects, names of professors and personal data.

Class of Individuals: Researchers at Canadian universities.

Purpose: To evaluate and select proposals submitted by Canadian university researchers.

Retention and Disposal Standards: The unfunded project files are kept for two years. Approved project files are retained for six years after completion of project.

PAC# = 78-001

TBS Registration Number: 001399

Canadian Parks Service

DOE/P-PU-045

Realty Register Computer System

This bank contains information on the various realty agreements with the Parks Program: the type of lease, licence, permit, etc., term, appraised land value, rent and/or fee chargeable under the agreement against the property. The bank contains the land address, legal description, name and address of the document agreement holder. Another section of the bank holds information on transactions, assignments and mortgages. The purpose of this information is to maintain a registry of all such agreements to help administer such lands with respect to appraised land value, rents, use and lease renewal. Records are maintained for the period during which the lease, permit, etc. is held.

DOE/P-PU-050

Compensation for Loss of Fishing Rights, Kouchibouguac National Park

This bank contains copies of correspondence from individuals, the replies and official findings of the arbitrator and data supporting the decision to allow or disallow the claim for fishermen resident in the Kouchibouguac area. The purpose of this bank is to establish records of persons who have requested compensation for their loss of fishing privileges and income created by the establishment of Kouchibouguac National Park. It is used as a reference when new claims are received. Records are retained for approximately ten years.

DOE/P-PU-051

Fishing Licence

Description: The bank identifies licence holders.

Class of Individuals: Park visitors (fishermen).

Purpose: Information in this bank relates to the issuing of fishing licences. It is used to identify licence holders, to control the number of individuals fishing in the park, to restrict fishing to authorized areas, to support fish management and to ensure revenue accountability.

Consistent Uses: Control use, set limits, set seasons, statistical purposes and fish stocking.

Retention and Disposal Standards: Files are kept for one year after they expire or become obsolete.

PAC# = 78-001

Related to COR: DOE/CPS-085

TBS Registration Number: 001745

DOE/P-PU-052

Creel Census

Description: Information collected is not specific, i.e. name, address. It is generic i.e. sex, age group. Of interest to the Parks for fish management purposes only.

Purpose: For research, evaluation and stocking and/or limits for fishing season.

Consistent Uses: Provides information on fish catches and species for statistical use, fish stocking programs or fishing limits.

Retention and Disposal Standards: 10 years — National Archives of Canada selective retention.

PAC# = 72-010

Related to COR: DOE/CPS-085

TBS Registration Number: 001746

DOE/P-PU-053

Duck Hunting — Point Pelee

Description: Information on duck hunting in Point Pelee.

Class of Individuals: Duck hunters.

Purpose: For duck management purposes.

Retention and Disposal Standards: 10 years — National Archives of Canada selective retention.

PAC# = 72-010

TBS Registration Number: 001747

DOE/P-PU-055

Consultant, Contractor and Supplier Inventory

This bank includes a list of individuals, firms and institutions and may include work previously performed or underway, financial transactions, and the name of the principal. The bank's purpose is to maintain a record of consultants, contractors and suppliers with whom the Department has contracted or may potentially contract. It serves as an aid to selection and retention of consultants, contractors and suppliers. The records are maintained indefinitely.

DOE/P-PU-056

Mailing Lists

Description: Contains mailing lists with names and addresses.
Class of Individuals: The private sector, government officials (MPs and MLAs) and associations.
Purpose: For mailing of Management Plan Newsletters as part of the Management Planning Process.
Consistent Uses: Used for public participation programs and public relations purposes.
Retention and Disposal Standards: Six months or when superseded or reduced to machine operations.
PAC# = 78-001
Related to COR: DOE/CPS-005
TBS Registration Number: 001748

DOE/P-PU-060

Socio-economic Research

Description: Specific topics collected include visitors' names and addresses, user status, indices of social and economic activity and indices of social and economic impact.
Class of Individuals: Cross-section of populations, Canadian and others, visiting National Parks, National Historic Parks and Sites and Heritage Canals.
Purpose: To maintain a record of information gathered in the course of socio-economic surveys and studies carried out by the Parks Program in support of the planning, development and operations of National Parks, National Historic Parks and Sites and Heritage Canals.
Consistent Uses: To provide background information on visitors relating to site and facility planning.
Retention and Disposal Standards: Total ten years, active three years, dormant seven years, then transferred to National Archives of Canada for selective retention.
PAC# = 72-010
Related to COR: DOE/CPS-015
TBS Registration Number: 001400

DOE/P-PU-061

Collecting Permits

Description: Contains copies of collecting permits which have been issued to individuals (professionals) who require specimens for research purposes.
Class of Individuals: Individuals (professionals) who require specimens for research purposes.
Purpose: To allow a controlled amount of access to material which will help in research. Records are held for five years.
PAC# = 72-010
Related to COR: DOE/CPS-075
TBS Registration Number: 001749

DOE/P-PU-065

Park Visitor Surveys

Description: This bank contains information on visitors to National Parks, National Historic Parks and Sites and Heritage Canals. The information is collected by means of questionnaires or interviews administered to visitors at the time of their entry to or exit from the site.
Class of Individuals: The survey population is made up of visitors to National Parks, National Historic Parks and Sites and Heritage Canals during the survey period.
Purpose: The purpose of the bank is to compile a representative sample of visitors to heritage sites.
Consistent Uses: The sample is used to identify a population from which to elicit more detailed profile information on visitors. The profiles of the actual visitors are compared with those of target groups within the Canadian public for whom the Parks Service's facilities and programs are designed. The information gathered will be used to contribute to formulating policy, planning and operation decisions related to the development and management of the government's National Parks, National Historic Parks and Sites and Heritage Canals. The addresses of the visitors may be used to link information in this bank with another containing detailed visitor activity and experience information, where the securing of the information is consistent with the purpose for which this information was collected.
Retention and Disposal Standards: Records are retained for a total of ten years (active three years, dormant seven years), then transferred to the National Archives of Canada for selective retention.
Related to COR: DOE/CPS-015
TBS Registration Number: 001944

DOE/P-PU-066

Hut Permits

Description: The bank contains information used to identify permit holders and verify reservations.
Class of Individuals: Park visitors.
Purpose: To maintain information relating to the use, periods of stay, numbers and length of season.
Consistent Uses: To support decisions for maintenance, monitor and control use and ensure the safety of visitors.
Retention and Disposal Standards: One year.
PAC# = 78-001
Related to COR: DOE/CPS-020
TBS Registration Number: 001750

DOE/P-PU-067

Back Country Use Permits

Description: The bank contains information used to identify persons, vehicles and missing persons.
Class of Individuals: Park visitors.
Purpose: To provide records for monitoring Park use and identifying vehicles left at trail heads or road sides in emergency cases such as missing persons or bear problems; to control back country sites and facilities; to protect visitors.
Consistent Uses: Provides an analysis of use of the back country, statistics, planning and rehabilitation.
Retention and Disposal Standards: One year after expiry or when obsolete.
PAC# = 78-001
Related to COR: DOE/CPS-020
TBS Registration Number: 001751

DOE/P-PU-068

Campground Registration

Description: The bank contains listings of campgrounds and campers.
Purpose: To control campground allocation, provide revenue accountability, statistics, future planning and aid to visitors.
Consistent Uses: Statistics, revenue, maintenance decisions and future planning.
Retention and Disposal Standards: Records are not kept for a long period.
PAC# = 72-010
Related to COR: DOE/CPS-020
TBS Registration Number: 001752

DOE/P-PU-069

Hazardous Activities

Description: The bank contains information on persons involved in hazardous activities, defines location, activity, number in group, etc.
Class of Individuals: Park visitors.
Purpose: To provide a record of Park visitors in case of overdue registration.
Consistent Uses: Provides up-to-date information on use, locations, frequency, accidents, loss, or missing persons.

Retention and Disposal Standards: One year.
PAC# = 78-001
TBS Registration Number: 001753

DOE/P-PU-070
Eligible Status for Domestic Wood Cutting and Rabbit Snaring

The bank contains a list of names and addresses of persons eligible for resident status for domestic wood cutting and rabbit snaring within Gros Morne National Park. The information relates to all heads of households within the area of the proposed Gros Morne National Park. The purpose of this information bank is to establish a list of persons eligible to cut wood and snare rabbits within the (proposed) Gros Morne National Park boundary. The list is to be used in making decisions regarding the granting of individual permits. The information will be used for administration purposes related to individual data subjects. It will also be used in the development of the forest management plan for the park. Due to the personal nature of the information being collected, access will only be granted to the individuals to whom the information pertains. The information will be retained in the park. Disposal criteria for this bank are to be established.

DOE/P-PU-071
Resource Use Permits
Description: The bank identifies resource use and/or harvest activities permitted under regulation.
Class of Individuals: Visitors, researchers and residents.
Purpose: To identify permit holders using Park resources, and set restrictions. Examples include hunting, wood cutting and grazing.
Consistent Uses: Monitor and control activities, compile statistics, survey use and plan future changes.
Retention and Disposal Standards: One year after expiry or when obsolete.
PAC# = 78-001
TBS Registration Number: 001754

DOE/P-PU-074
Law Enforcement — Investigations
Description: Contains names and addresses of persons charged with offences in Parks, including details of investigation, litigation and court decisions. It includes information collected by Park employees and the R.C.M.P. during the course of investigations.
Class of Individuals: Persons who are charged with offences, officers who conduct investigation, lawyers, judges and witnesses involved in trials, if held.
Purpose: For use in bringing offenders to justice; for Crown defence purposes; for compiling statistical information for reporting purposes; and for corrective action to prevent or reduce recurrence.
Retention and Disposal Standards: Five years (consultation with National Archives of Canada for selective retention).
PAC# = 72-010
Related to COR: DOE/CPS-055
TBS Registration Number: 001755

Finance and Administrative Service

DOE/P-PU-075
Access Request Data Bank
Description: Contains the access request forms sent by persons requesting access to their files, the replies to such requests, and information relating to their processing.
Class of Individuals: Departmental employees.
Purpose: To process access requests only, and to determine the number of access requests received annually.
Retention and Disposal Standards: Two years.
PAC# = 78-001
TBS Registration Number: 001401

DOE/P-PU-080
Employment Applications
Description: This bank can contain employment applications, personal information and curricula vitae from people wishing to work for the Department. All the applicants are registered in the bank. It is established on a regional basis, by service. The bank is used to hold information sent by the candidates.
Class of Individuals: Anyone applying for employment with the Department.
Purpose: The information contained in this bank is used for staffing purposes.
Consistent Uses: Limited to present and future staffing purposes.
Retention and Disposal Standards: Maximum five years, normally destroyed after two years.
PAC# = 78-001
TBS Registration Number: 001402

DOE/P-PU-085
General Permit

This bank contains information which is used to identify the permit holder, the authorized activity, the location and the period. This information relates to visitors and employees. The information was obtained to control park activities. Consistent uses are to allow special activities in the park which require authorization, but for which there is no specific permit. Records are retained for one year.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Access to Information Co-ordinator
Department of the Environment
Place Vincent Massey
3rd Floor
351 St. Joseph Boulevard
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)
(819) 997-4552

or

Privacy Co-ordinator
Department of the Environment
Place Vincent Massey
4th Floor
351 St. Joseph Boulevard
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3
(819) 997-8708

PARTICULAR BANKS

DOE/P-PE-801
Employee Records National Battlefields Commission

The purpose of this bank is to maintain a general personnel information system. It contains records on appeals, grievances, appointments, attendance, leave, competitions, selection, general correspondence, education, pay, personal history, safety and health, and superannuation. Individuals identified are employees of the National Battlefields Commission. Records are kept for four years.

DOE/P-PE-803
Staff Accommodation Records
Description: This bank contains information related to occupancy (including tenant agreements), appraisals and rentals, inspections and condition reports, correspondence related to units or occupants and reports.
Class of Individuals: Occupants of Crown-owned housing.
Purpose: To control assignment of Crown-owned housing; to ensure that correct rent is deducted; and to ensure that housing is maintained at an acceptable level.
Consistent Uses: Control assignment of housing, ensure that rents are correctly calculated and collected, ensure that staff residences are inspected and maintained at acceptable levels.
Retention and Disposal Standards: Five years.
PAC# = 72-010
Related to COR: DOE/CPS-010
TBS Registration Number: 001756

DOE/P-PE-805
Law Enforcement — Investigations
Description: This bank contains names and addresses of persons charged with offences in the Park, including details of investigation, litigation and court decisions. It includes information collected by Park employees and the R.C.M.P. during the course of investigations.
Class of Individuals: Persons who are charged with offences, officers who conduct the investigation, lawyers, judges and witnesses involved in the trial, if held.
Purpose: For use in bringing offenders to justice, Crown defence purposes, compiling statistical information for reporting purposes and for corrective action to prevent or reduce recurrence.
Retention and Disposal Standards: Five years (consultation with the National Archives of Canada for selective retention).
PAC# = 72-010
Related to COR: DOE/CPS-055
TBS Registration Number: 001757

STANDARD BANKS

The following banks are located at headquarters and in the regions.

DOE/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001403

DOE/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001404

DOE/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001405

DOE/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001406

DOE/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001407

DOE/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001408

DOE/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001409

DOE/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001410

DOE/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001411

DOE/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001412

DOE/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001413

DOE/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001414

DOE/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001415

DOE/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001416

DEPARTMENT OF THE ENVIRONMENT

DOE/P-SE-915

Conflict of Interest and Post-Employment Code

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001417

DOE/P-SE-916

Employee Assistance

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001418

DOE/P-SE-917

Identification and Building-Pass Cards

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001419

Deleted Personal Information Banks

The following personal information bank has been deleted because it did not contain personal information:

DOE/P-PU-040 Ocean Dumping Control Act

DEPARTMENT OF EXTERNAL AFFAIRS

Chapter 41

DEPARTMENT OF EXTERNAL AFFAIRS

Background

The Department of External Affairs was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire and with foreign states. In 1981, the foreign operations of the immigration service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade operation. Since then, two additional cabinet ministers, a Minister for International Trade and a Minister for External Relations have been appointed. The new *Department of External Affairs Act* came into force on December 7, 1983.

Overall Responsibilities

The Department of External Affairs has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its main functions are to ensure the effective representation of Canada in other countries and to international organizations including close contact, communications and negotiation with other governments and organizations through Canada's extensive network of representatives abroad; to evaluate information about political, economic and other developments likely to affect Canada's interests; to give advice to the government, often in consultation with other departments, on the formulation and implementation of policies and programs with international dimensions; to ensure the co-ordination of the external aspects and application of national policies for export trade promotion, defence and security, development assistance, immigration, and cultural and scientific exchanges; to reflect to peoples abroad the bilingual and multi-cultural character of Canadian society; and to provide protection and assistance to Canadian citizens abroad.

Organization

Department headquarters in Ottawa supervises regional passport offices in Canada and missions abroad bearing different names and performing varying functions. Within Canada, the regional offices of the Department of Regional Industrial Expansion (DRIE) support the export promotion program of the Department.

Access Procedures

Enquiries and requests for access should be addressed to:

Access to Information and Privacy Co-ordinator
Department of External Affairs
Lester B. Pearson Building
Tower D, Main Floor,
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
(613) 992-1425 or (613) 996-5242

Requests submitted to posts abroad under the *Privacy Act* will be referred to this unit in Ottawa.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

DEA/P-PU-005
Consular Affairs: Citizenship
Description: This bank includes topics such as registration of births abroad, dual nationality, loss, retention, acquisition, or extension of citizenship, marriage, divorce, and other family-related aspects of citizenship; organizations and conferences; liaison with other government departments and agencies in Canada. Information is in the form of memoranda, reports, correspondence with the public and other government agencies, as well as application forms.
Class of Individuals: Individuals who have dealt, outside Canada, with the Canadian citizenship authorities through consular services or External Affairs, or have claimed Canadian citizenship for themselves or their dependants.
Purpose: The purpose of this bank is to retain administrative correspondence relating to the assistance rendered by consular officials to Canadians and to those claiming Canadian citizenship on their own behalf or on behalf of a dependant.
Retention and Disposal Standards: Information may be retained on departmental files up to 10 years, then transferred to the National Archives of Canada.
PAC# = 75-023
Related to COR: PEA/SFB-190
TBS Registration Number: 000342

DEA/P-PU-010
Consular Affairs: Assistance to Canadians
Description: This bank contains information on Canadians resident in foreign countries registered with a Canadian mission, and Canadians who sought or received assistance from a Canadian mission who have been arrested or detained abroad, or if Consular Affairs advice or assistance has been sought to obtain visas, permits, etc. of foreign countries. The information is in the form of applications, registration cards, memoranda, correspondence, reports and telegrams. The information is received from the individuals themselves, Canadian and foreign agencies, and international organizations.
Class of Individuals: Canadians resident in foreign countries who have registered with the nearest Canadian mission; Canadians who have sought or received assistance from Canadian missions; Canadians who have been arrested or detained abroad.
Purpose: The information contained in this bank is used to provide consular assistance to Canadian nationals abroad. It may be used, where necessary, to contact, protect, rescue or evacuate registered Canadians and their family members.
Consistent Uses: This information may also be used for the development of consular policy and the preparation of advice to missions abroad.
Retention and Disposal Standards: Information on registration of nationals and completed individual consular cases may be retained on departmental files up to five years; other information may be retained up to 15 years then transferred to the National Archives of Canada.
PAC# = 75-023
Related to COR: DEA/SFB-195
TBS Registration Number: 000343

DEA/P-PU-015
Immigration Affairs: Immigration Case Files
Description: This bank contains information on persons who apply for permanent resident or visitor status at posts abroad. Records in the bank may contain some or all of the following: applications; certificates of birth, death, marriage, divorce, separation, adoption, and education; employment experience and references; statements of assets and bank, trust, and brokerage statements; property holdings;

business investments, and medical reports. Persons seeking access to this inforamtion bank should provide their date of birth.
Class of Individuals: Individuals who have applied for permanent resident, returning resident or visitor status at posts abroad.
Purpose: The information contained in this bank may be used in the administration and enforcement of immigration legislation. The bank serves as a repository for detailed and summary documentation on immigrants.
Consistent Uses: Consistent uses may include sharing information with the Canada Employment and Immigration Advisory Council, the Immigration Appeal Board, the Refugee Status Advisory Committee, the Department of the Secretary of State, the Department of Justice, the Solicitor General, Health and Welfare, and departments of provincial governments with an input into Immigration Affairs.
Retention and Disposal Standards: Records containing routine material are retained for two years; selective material is retained for 10 years and then transferred to the National Archives of Canada.
PAC# = 75-023
Related to COR: DEA/SFB-185
TBS Registration Number: 000344

DEA/P-PU-020

Passport Office Control Files

Description: This bank contains information on persons whose requests for passport services might be subject to denial or restriction. The information is in the form of a master control list, reports, memoranda, correspondence, telegrams and application forms. Information is supplied by individuals applying for a passport or assistance abroad, by federal, provincial and municipal agencies and security authorities, by External Affairs missions abroad and by foreign governments and international organizations. Persons seeking access to this information bank should provide their date of birth.
Class of Individuals: Individuals who are the subject of a ministerial denial; who have fraudulently acquired Canadian citizenship; who have fraudulently acquired or misused a passport, or have lost more than one passport; who have applied on behalf of, but do not have legal custody of, a child; who have submitted fees for service in some form of NSF or fraudulent cheque; or who are wanted by Canadian law enforcement agencies.
Purpose: The purpose of this bank is to assist passport and consular officials in determining whether an individual applicant is the subject of a ministerial denial; has lost or fraudulently acquired Canadian citizenship; has fraudulently acquired or misused a passport, or lost more than one passport; applied on behalf of, but does not have legal custody of, a child; has submitted fees for service in some form of NSF or fraudulent cheque; or is wanted by Canadian law enforcement agencies.
Consistent Uses: Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the *Criminal Code.*
Retention and Disposal Standards: Records are retained in the bank up to 10 years, except for cases of special interest which are retained for an indefinite period.
PAC# = 75-023
Related to COR: DEA/MCB-215
TBS Registration Number: 000345

DEA/P-PU-025

Passport Office: Certificates of Identity and Refugee Travel Documents

Description: This bank contains applications for certificates of identity and refugee travel documents. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval; demographic and personal characteristics which describe the applicant, his children and custody arrangements; nationality status, and immigration status in Canada. Information contained in the bank is in the form of application forms and correspondence with other federal departments and agencies. Persons seeking access to this information bank should provide their date of birth.
Class of Individuals: Individuals who are residents of Canada but not Canadian citizens and who cannot obtain passports from their countries of origin.
Purpose: The purpose of this bank is to store completed applications for certificates of identity and refugee travel documents submitted by those residents of Canada who are not Canadian citizens and who cannot obtain passports from their countries of origin. The application forms are used to establish the identity of applicants and their entitlement to a travel document in accordance with Canadian and international conventions.
Consistent Uses: Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the *Criminal Code.*
Retention and Disposal Standards: Hard copy records are retained for five years; microfilm records are retained indefinitely.
PAC# = 75-023
Related to COR: DEA/MCB-215
TBS Registration Number: 000346

DEA/P-PU-030

Passport Offices: Regular and Official Travel Passports

Description: This bank contains applications for regular and official travel passports. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval. The data content of each record includes demographic information and the personal characteristics of family and children, custody provisions concerning children, and address and employment information concerning the applicant's guarantor. Most of the information is supplied by the applicant. Some is received from local, provincial or federal authorities. Persons seeking access to this information bank should provide their date of birth.
Class of Individuals: Canadian citizens and government employees who have applied for regular or official travel passports.
Purpose: The purpose of this bank is to store completed applications for regular and official travel passports submitted by Canadian citizens and government employees travelling on official business, on their own behalf and on behalf of their dependants. Information on the application forms is used to verify the identity and citizenship of an applicant, to confirm entitlement to a Canadian passport and to enable the Consular Bureau to provide assistance where necessary to travelling Canadians.
Consistent Uses: Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the *Criminal Code.*
Retention and Disposal Standards: Hard copy records are retained in the bank for 10 years; microfilm records are retained indefinitely.
PAC# = 75-023
Related to COR: DEA/MCB-215
TBS Registration Number: 000347

DEA/P-PU-035

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to departmental records and personal information, the replies to such requests, and information related to their processing. It is used for processing access requests only, and to report on the number of requests received annually.
Class of Individuals: Canadian citizens, landed immigrants, or others authorized by Order-in-Council who have made requests under the *Access to Information Act* or the *Privacy Act.*
Purpose: The purpose of this bank is to store information related to requests made under the *Access to Information Act* and the *Privacy Act.*
Retention and Disposal Standards: Records are retained for two years after completion of the request.
PAC# = 75-023
TBS Registration Number: 000348

DEA/P-PU-040

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the *Privacy Act*, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(*e*) of the *Privacy Act*, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.

Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(*e*) of the *Privacy Act* from federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.

Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(*e*) of the *Privacy Act* to federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.

Retention and Disposal Standards: Records are retained for two years after completion of the request.

PAC# = 75-023

TBS Registration Number: 000349

Classes of Personal Information

In the course of conducting the programs and activities of the Department of External Affairs, categories of personal information may be accumulated which are not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department, which are described in the Access Register. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, the date on which the information was received by the Department and to whom it was addressed.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject record schedules.

The classes of personal information listed below describe particular classes of records which, because of their nature, are more likely to contain personal information.

Legal Affairs Bureau

The three divisions of the Legal Affairs Bureau handle a number of important functions including multi-lateral legal issues, peace and security law, humanitarian law, economic law, trade agreements, treaties, international law and individual legal and legal-protocol cases. Personal information held by the bureau may include enquiries from Canadian residents seeking advice about international and foreign legal systems, and claims by Canadian citizens for possible support by the Canadian government. Other personal information would relate to specific issues handled by the bureau. Persons seeking access must specify the subject of the enquiry, as well as country and/or city, legal firm, contacts, incidents, dates and circumstances which may have led to the development of a record.

Office of Protocol

The Office of Protocol is responsible for the administration of protocol-related programs of the Department and for the development of policies and procedures which direct the administration of protocol programs. Personal information in this class would pertain to individuals who have participated in, or have been the subject of protocol-related activities within programs such as accreditation and ceremonies, privileges and immunities, government hospitality, protection of foreign representatives and foreign decorations, and awards and honours to Canadians. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident, visits, conference, delegation, dates and circumstances which may have led to the establishment of a record.

International Security and Arms Control Bureau

The two divisions in this bureau, the Arms Control and Disarmament Division and the Defence Relations Division, are responsible for the preparation and implementation of departmental policies concerning defence, arms control and disarmament. Personal information may be held by the bureau concerning individuals who have been involved in defence activities with NATO, NORAD, or other international defence or arms control organizations, or in conferences or visits. Personal information might include personal biographies, tours of defence colleges, military travel and training, and nominations of Canadians for positions in international defence organizations concerned with defence or arms control. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident, conference/organization, visits, dates and circumstances which may have led to the establishment of a record.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Access to Information and Privacy Co-ordinator
Department of External Affairs
Lester B. Pearson Building
Tower D, Main Floor
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
(613) 992-1425 or (613) 996-5242

CENTRAL BANKS

The following bank is located at headquarters.

DEA/P-CE-701

Personnel Administration: Non-External Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

Class of Individuals: Federal government employees who are not employees of the Department of External Affairs who have been posted to a mission abroad.

Purpose: The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of the Department of External Affairs.

Retention and Disposal Standards: Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

PAC# = 85-001

TBS Registration Number: 000350

PARTICULAR BANKS

The following banks are located at headquarters and at missions abroad.

DEA/P-PE-801

Personnel Administration — Locally-Engaged Staff

Description: The bank contains appointments, appraisals, classification, geographic location, pay, pension, separation, training and travel of locally-engaged staff at Canadian missions abroad.

Class of Individuals: Individuals who have been employed as locally-engaged staff at Canadian missions abroad.

Purpose: The purpose of this bank is to retain information relating to the administration of staff engaged by Canadian missions in the countries where the missions are located.

Retention and Disposal Standards: Records at the mission are destroyed six months after the employee leaves the service of the mission; records at Ottawa headquarters are retained and disposed of in accordance with normal departmental policy for personnel records.

PAC# = 85-001

TBS Registration Number: 000351

DEA/P-PE-802

External Affairs: Security and Personal Safety of Employees

Description: This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank.

Class of Individuals: Canadian government employees who have been assigned to a Canadian mission abroad.

Purpose: The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property.

Retention and Disposal Standards: These records are retained indefinitely.

PAC# = 85-001

Related to COR: DEA/IFB-140

TBS Registration Number: 000352

DEA/P-PE-803

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

Retention and Disposal Standards: Two years after last documentation the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000358

DEA/P-PE-804

Performance Reviews and Employee Appraisals

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

Class of Individuals: Departmental employees.

Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

Retention and Disposal Standards: For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 000364

DEA/P-PE-805

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

Class of Individuals: Departmental employees.

Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, physically or mentally handicapped persons, and members of visible minorities. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

Consistent Uses: The information gathered will be used for

institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 000370

DEA/P-PE-806 *Formerly identified as:* DEA/P-SE-905
Training and Development
This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The bank concerns employees of the institution. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. Records are destroyed five years after completion of the particular training and development undertaken by an employee.
PAC# = 85-001

STANDARD BANKS

The following banks are located at headquarters and in missions abroad.

DEA/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000353

DEA/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000354

DEA/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000355

DEA/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000356

DEA/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000359

DEA/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000360

DEA/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000361

DEA/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000362

DEA/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000363

DEA/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000365

DEA/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000366

DEA/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000367

DEA/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000368

DEA/P-S-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000369

DEA/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000371

DEPARTMENT OF FINANCE

Chapter 42

DEPARTMENT OF FINANCE

Overall Responsibilities

The Department of Finance was formed in 1867 and received legislative authority pursuant to section 8 of the *Financial Administration Act*. The Department is responsible for advice to the federal government on the economic and financial affairs of Canada. It oversees all government initiatives affecting the economy and monitors external factors that may have a bearing on domestic economic performance.

The Department's most visible output is the federal budget. The Minister of Finance's budget speech reviews the government's accounts and presents fiscal projections for the coming years, including expenditures, revenues, tax changes and debt levels. In addition, the Minister is responsible for the management of the Consolidated Revenue Fund.

Access Procedures

Please address any requests and enquiries under the *Privacy Act* to:

Access to Information and Privacy Co-ordinator
Department of Finance
L'Esplanade Laurier
21st Floor, East Tower
140 O'Connor Street
Ottawa, Ontario
K1A 0G5
(613) 992-6921

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Administration

FIN/P-PU-005
Personal Services Contracts
Description: This bank contains the contracts placed, types of services rendered, length of contracts, money expended, the social insurance number of individuals on contract, the actual contracts and supporting documents.
Class of Individuals: Individuals hired under personal service contracts by the Department.
Purpose: The bank is used for accounting, reference and statistical purposes.
Retention and Disposal Standards: Files are retained for six years and are then destroyed.
PAC# = 86-001
Related to COR: FIN/ADM-914
TBS Registration Number: 001885

FIN/P-PU-010
Applications for Employment
Description: This bank serves as a reference for any applications received from individuals seeking employment with the Department of Finance. These requests usually consist of a letter to which a curriculum vitae is attached and which contain such information as the name, address, education and experience of the individual.
Class of Individuals: Individuals seeking employment with the Department of Finance.
Purpose: These applications are considered as positions become vacant. This personal information relates to individuals seeking employment with the Department. Information is compiled so that it can be referred to when considering a candidate for a vacated position.
Consistent Uses: The bank is also used to store information on these individuals.
Retention and Disposal Standards: The records are retained for two years and are then destroyed.
PAC# = 86-001
Related to COR: FIN/ADM-920
TBS Registration Number: 001886

Access to Information and Privacy Division

FIN/P-PU-015
Privacy Request Files
Description: This bank contains requests submitted under the *Privacy Act*, the replies to such requests and any other information relevant to the processing of the requests.
Class of Individuals: The general public or employees of the Department who have exercised their rights of access under the *Privacy Act*.
Purpose: This information is compiled to process requests submitted under the *Privacy Act* and to allow individuals to exercise their rights under the legislation.
Consistent Uses: The bank is used in the compilation of statistics in relation to reporting requirements of the *Privacy Act* or in relation to studies on the developing trends of requests submitted under the Act.
Retention and Disposal Standards: Information is retained for two years from the date of the most recent action on file, after which the records are destroyed.
PAC# = 86-001
TBS Registration Number: 001887

FIN/P-PU-020
Access Request Files
Description: This bank contains requests under the *Access to Information Act* submitted by individuals to access records under the control of the Department of Finance, the replies to such requests and any other information relevant to the processing of the requests.
Class of Individuals: Individuals who have exercised their rights under the *Access to Information Act*.
Purpose: This information is compiled to process requests submitted under the *Access to Information Act*.
Consistent Uses: The information may also be used to compile statistics in relation to reporting requirements or in relation to studies on developing trends on the use of the legislation.
Retention and Disposal Standards: Information is retained for two years from the date of the most recent action on file, after which the records are destroyed.
PAC# = 86-001
TBS Registration Number: 001888

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Finance, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department. This information is stored as part of the general subject files, where records are not normally retrieved by the name of the individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, as well as the date at which the information was received by the Department and to whom it was addressed.

DEPARTMENT OF FINANCE

The personal information contained in the subject files is retained for the same period of time as the related subject information and disposed of according to the appropriate record schedules.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the address given under Access Procedures.

STANDARD BANKS

FIN/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000964

FIN/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000965

FIN/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000966

FIN/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000967

FIN/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000968

FIN/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000969

FIN/P-SE-907
Occupational Health and Safety
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002200
Related to COR: FIN/ADM-918

FIN/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000970

FIN/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000971

FIN/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000972

FIN/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000973

FIN/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000974

FIN/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000975

FIN/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000976

FIN/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000977

FIN/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000978

FIN/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000979

DEPARTMENT OF FISHERIES AND OCEANS

Chapter 43

DEPARTMENT OF FISHERIES AND OCEANS

Overall Responsibilities

The Department of Fisheries and Oceans has as its primary duty the promotion and undertaking of programs designed to improve the management and sustained economic utilization of the marine and aquatic renewable resources of the nation. The departmental organization has two principal components: Fisheries Management, and Ocean Science and Surveys.

Fisheries Management is responsible for the conservation and development of the fisheries and their associated economic implications; for the promotion, assistance and conduct of research relating to the environmental, economic and social aspects of commercial and recreational fisheries and fishermen; for the operation of small craft harbours; and for the negotiation of international arrangements governing fisheries operations.

Ocean Science and Surveys is responsible for the conduct of a research program in physical, chemical and biological oceanography and limnology; for the provision of adequate, related data services to meet national and international requirements; for the promotion and support of international co-operation on the study and use of the ocean seabed and resources thereof; for the conduct of hydrographic surveys directed towards the production of navigation, resource and recreational charts; and for the systematic development and provision of knowledge of the marine environment.

Access Procedures

For further information send enquiries to:

Privacy Co-ordinator
Fisheries and Oceans
14th Floor
200 Kent Street
Ottawa, Ontario
K1A 0E6

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

DFO/P-PU-005
Prices Support Programs

The Fisheries Prices Support Board is authorized from time to time to make deficiency payments to fishermen on specific species. When programs are approved, fishermen are invited to complete an application form requesting deficiency payments on the approved species. Application forms include: name, address, social insurance number, sealing licence number of each applicant and the volume and value of the approved species sold during a given period. Currently there are no approved programs for species other than seal. This information is compiled to make deficiency payments on seal pelts because of depressed market prices for seal skins. The retention and disposal standards are to be established.

DFO/P-PU-010
Atlantic Commercial Fishing Licence Database

The bank contains an alphabetical listing of Atlantic commercial fishermen with complete licensing and fishing vessel profiles for each. The data are supplied to the Department by fishermen on their licence application forms. The key data elements are name, address, social insurance number, homeport, fishing category (full-time or part-time), fees paid, vessel name, vessel specifications and licence entitlements. The data are used in developing fishing plans and in producing a list of commercial fishermen and fishing vessels available to the public. The purpose of this bank is to contribute to the process of establishing annual fishing plans and to respond to requests for information under the *Access to Information Act*. Retention standards are to be established.

DFO/P-PU-015
Fishing Vessel Insurance Plan — Insured Vessels

The purpose of this bank is to determine whether applicants are eligible to have their vessels insured under the plan; to record details of insured vessels and all other necessary data on premiums, indemnities and claims made against the plan. The bank contains names and address of owners of insured vessels; descriptions of insured vessels; and details of premiums paid and indemnities paid. The records are retained for 15 years and then destroyed.

DFO/P-PU-020
Manuscript Reviews

The data bank contains a list of qualified referees (specialists in a variety of disciplines), and records the receipt, review and appraisal of manuscripts selected for publication or rejection. The purpose of this bank is to record receipt, review and appraisal of manuscripts selected for publication or rejection, and to maintain a list of qualified referees. Retention standards are to be established.

DFO/P-PU-025
Fisheries and Oceans Science Subvention Program

The primary use of the bank is to record receipts and decisions concerning applications for grants. It contains personal and professional histories supplied by applicants, evaluations of proposals and ongoing assessments of project success, relevance and the desirability of continued support prepared by departmental liaison officers. Basic project data is supplied to Statistics Canada and the National Research Council for statistical analyses. The files are required to properly administer the granting of funds for individuals. Information is disclosed to reviewers and members of the Review Committee. Successful applications have name, university, project award and liaison officer disclosed in an annual publication. Retention standards are to be established.

DFO/P-PU-030
Fishing Vessel Assistance Program Applicants

The bank contains the name and address of applicants; a description of vessels assisted; the amounts of subsidies approved; and a description of vessels replaced. Information relates to fishermen who apply for assistance under the program. The purpose of this bank is to determine whether applicants are eligible to receive assistance. The records are retained for ten years and then destroyed.

DFO/P-PU-035
Fisheries Improvement Loan Information

The bank contains individual loan files on borrowers with defaulted outstanding loans that have been guaranteed under the program. Information relates to fishermen with loans guaranteed by the federal government. The purpose of the bank is to administer the Fisheries Improvement Loans Program and to safeguard the interest of the Crown by collecting debts still outstanding.

DEPARTMENT OF FISHERIES AND OCEANS

DFO/P-PU-040

Fish Health Officials

The bank contains personal files with information submitted in support of applications for recognition as Fish Health Officials under the Fish Health Protection Regulations. Applicants include federal and provincial government employees as well as persons in the private sector in Canada, and from other countries. The bank also contains lists with names, addresses, and specimen signatures of Fish Health Officials. Based on the information provided by individuals, and personal references obtained from third parties, decisions are made whether to accept or reject applicants requesting recognition as Fish Health Officials. Lists of recognized Fish Health Officials are prepared, with specimen signatures. Lists with individual specimen signatures of Fish Health Officials are sent to Local Fish Health Officers (LFHO's) who administer the Fish Health Protection Regulations in each province/region of Canada. LFHO's use the lists to verify signatures on Fish Health Certificates that are required before import permits can be issued for importation or transfer between provinces of cultured salmonid fish. The bank relates to professionals with specific education and experience in fish disease diagnostics.

Personal files of Fish Health Officials (FHO's) and master copies of lists of FHO's will be held in a central registry in the Fisheries Research Directorate. FHO files will be destroyed five years after cancellation as an FHO.

DFO/P-PU-045

Requests for Oceanographic Data

This bank contains data concerning requests for services and information. Information relates to government departments, universities, consultants, general public, construction firms, publishing houses and regional offices. The bank is used as a measure of services to the public, to evaluate the type of service required by users, and to trace requests when necessary.

DFO/P-PU-055

Catch and Effort Data

The Department collects "Catch and Effort Data" through fish sales slips and fishing logbooks from commercial fish buyers and vessel skippers. The information identifies individual vessel and commercial buyer, species sold/purchased, amount paid, area of catch and fishing effort where applicable, on a trip by trip basis. The Department's catch and effort data system is a decentralized one operated in five coastal regional offices. Freshwater Fish Marketing Corporation and Ontario Ministry of Natural Resources are responsible for catch statistics on inland fisheries in Prairie Provinces (including N.W.T.) and Ontario, respectively. Information in this bank relates to commercial fish buyers and vessel owners/skippers. The catch and effort data are used by the Department primarily for fish stock assessment purposes. These data are also needed for economic analyses and program evaluations of various segments of the fisheries. In all the above areas, the information is presented in an aggregated form such that an individual cannot be identified. Information in this bank will be held indefinitely due to the historical value of the information.

DFO/P-PU-060

DFO Violations

The bank contains statistical data on individuals/companies plus detailed information of offences committed under Canadian fisheries legislation. The information in this bank relates to individuals with or without a fisherman's licence, and companies. The bank is used for enforcement action with respect to violations of Canadian fisheries legislation. The information is also used to compile various statistics to determine compliance and surveillance levels, to have an historical database to help identify problem areas for planning purposes and for use in court proceedings. The length of retention is to be established with Departmental Records Manager and National Archives of Canada.

DFO/P-PU-065

Real Property Records

This bank contains leases, licences and agreements issued in accordance with the *Fishing and Recreational Harbours Act* and Regulations, for the occupancy and use of harbour property. Names, addresses, description of property, length of term, rental and other considerations are included. The information contained in this bank relates to provincial governments, municipalities, commercial entities and private individuals. The information in the bank is used for administrative purposes, to ensure controlled use of harbour property, accounting records and audit purposes. Records are retained in accordance with departmental records management and the National Archives of Canada.

DFO/P-PU-070

Harbour Managers

This bank contains information on Harbour Managers appointed by the Minister. File on each Harbour Manager contains information as to name, address, education, social insurance number, experience and references. It also contains information as to the date of appointment (and cancellation) and remuneration for services performed. Note: With the exception of 30 PY's in the Pacific Region, Harbour Managers receive remuneration based on a percentage of the revenue collected at the harbour. This information relates to Harbour Managers, appointed by the Minister, in accordance with the *Fishing and Recreational Harbours Act*. Active and historic information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal information in this bank is to be determined with departmental records management and the National Archives of Canada.

DFO/P-PU-075

Surveys

From time to time, surveys are carried out by the Department to obtain information. These surveys include such subjects as costs and earnings data for fishing enterprises (Newfoundland), a tidal diary sports fishing survey of sports fishermen (Pacific region) and surveys of clients of departmental programs for program evaluation purposes. Other similar surveys may occur as the need arises. Information in this bank relates to clients of departmental programs and sports fishermen. The information is compiled to provide the department with the statistical or economic information it requires to manage its programs effectively. Much of this data is published in a statistical format, with all personal identifiers removed. For example, Newfoundland region publishes annually its *"Costs and Earnings"* Survey; and the Pacific region publishes the *"Recreational Mail Surveys"*. The length of retention varies for each survey.

DFO/P-PU-080

Requests Made Under the Access to Information and Privacy Acts

Description: This bank contains request forms sent by individuals to the Department under the *Access to Information Act* and *Privacy Act*. The bank also contains replies made to such requests, and all records related to the processing of these requests, including, if applicable, exemptions claimed, intervention of third parties, complaints received and reports and recommendations of the Information on Privacy Commissioners.

Class of Individuals: All applicants, under the *Access to Information* or *Privacy Act*, for information controlled by the Department of Fisheries and Oceans.

Purpose: The purpose of this bank is to store information about requests made under the *Access to Information Act* or *Privacy Act*.

Consistent Uses: Compiling statistics relating to the administration of the Acts.

Retention and Disposal Standards: Two years after last administrative action. (Note: This retention period has not yet been definitively established by National Archives of Canada.)

PAC# = 85-001

TBS Registration Number: 001740

DFO/P-PU-085

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the *Privacy Act*, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the *Privacy Act* for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. The bank also contains the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests.

Class of Individuals: Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the *Privacy Act* from federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation.

*Purpose:*The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8 (2)(e) of the *Privacy Act*.

Consistent Uses: Compiling statistics relating to requests from federal investigative bodies.

Retention and Disposal Standards: Two years after last administrative action.

PAC# = 85-001

TBS Registration Number: 001741

Canadian Saltfish Corporation

DFO/P-PU-090

Fishermen's Records

This bank contains data on purchases of fish by the Corporation in the areas it serves. The data are detailed as to quantities and values for each fisherman. This information relates to fishermen from whom the Corporation has purchased fish and is used for administrative and statistical purposes. Information is also used as a basis for distribution of additional payments to fishermen as a result of the Corporation's operations. The bank provides reports to the Corporation on areas, grades, sizes and values of fish purchases. Retention periods are to be established.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Department of Fisheries and Oceans and the Canadian Saltfish Corporation share common personnel and administrative services. Please address all requests for formal access to:

Privacy Co-ordinator
Fisheries and Oceans
14th Floor
200 Kent Street
Ottawa, Ontario
K1A 0E6
(613) 993-0991

PARTICULAR BANKS

DFO/P-PE-801

Harbour Managers

Contains information as to date of appointment (and cancellation), remuneration for services performed. Note: With the exception of 30 PY's in the Pacific Region, the remainder receive remuneration based on a percentage of the revenue collected at the harbour. Contains information on Harbour Managers appointed by the Minister. File on each Harbour Manager contains information as to name, address, phone number, education, social insurance number, experience, and references. Harbour Managers are appointed by the Minister in accordance with the *Fishing and Recreational Harbours Act*. Active and historical information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal of information in this bank is to be determined with departmental records management and National Archives of Canada.

DFO/P-PE-802

National Priority Clearance and Liaison Service

This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank. The retention and disposal standards have yet to be determined.

DFO/P-PE-803

Staffing — Management Category (I)

Description: Contains general information regarding the staffing of management category positions in the Department, and information related to the position being staffed, the candidates and the successful candidate. General documentation related to specific positions (up to SM); specific documentation related to individual performance as a result of competitions.

Class of Individuals: Employees at the SM(-2), SM(-1) levels; employees in the management category; applicants competing or being given consideration for a position.

Purpose: When staffing a position in the public service, a staffing file has to be prepared for reference and audit purposes.
Consistent Uses: Information used during competitive process and appointments from eligibility lists when established.
Retention and Disposal Standards: Records are retained for three years.
PAC# = 85-001
TBS Registration Number: 000627

DFO/P-PE-804
Staffing (II)
Description: This bank contains general documentation related to specific positions (up to SM) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual.
Class of Individuals: Applicants competing or being given consideration for a position.
Purpose: The purpose of this bank is to assess applicants for positions.
Consistent Uses: Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation.
Retention and Disposal Standards: Records are retained for three years in department.
PAC# = 85-001
TBS Registration Number: 001742

DFO/P-PE-805
Attendance and Leave
Description: The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences.
Class of Individuals: The information relates to departmental employees.
Purpose: The information is obtained for the administration of employee attendance and leave.
Consistent Uses: Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: The records are destroyed one year after expiry of fiscal year.
PAC# = 78-001
TBS Registration Number: 000628

DFO/P-PE-806
Training and Development
Description: Contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses (list of employees who have attended including social insurance numbers); information required for central agency reporting purposes including forms (training — expenditure, and training — human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAP and other special development programs. These banks (files) include resumes, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants; inventory of interchange participants; inventory of education/leave participants; and inventory of professional development leave participants.
Class of Individuals: Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses.
Purpose: To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS, and development programs; and submission of cases for review by the Human Resource Committee.
Consistent Uses: To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities.
Retention and Disposal Standards: Training forms retained until the end of year and then sent to registry.
PAC# = 85-001
TBS Registration Number: 000630

DFO/P-PE-807
Performance Reviews and Employee Appraisals
Description: Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development.
Class of Individuals: All employees in the management category (EX & SM) and employees falling under merit/performance pay plans (except PE's).
Purpose: As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must.
Consistent Uses: Determination of annual salary and identification of training and development needs.
Retention and Disposal Standards: Files are destroyed once employees terminate employment with the Department.
PAC# = 85-001
TBS Registration Number: 000635

STANDARD BANKS

The following banks are located at headquarters and in the regions.

DFO/P-SE-901
Employee Personnel Records
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000626

DFO/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000629

DFO/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000631

DFO/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000632

DFO/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000638

DFO/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000633

DFO/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000634

DFO/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000636

DFO/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000637

DFO/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001743

DFO/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000639

DFO/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000640

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

Chapter 44

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

Overall Responsibilities

The department was established under section 15 of the *Government Organization Act*, 1966, now the *Department of Indian Affairs and Northern Development Act* (RSC 1970 c. 1-7, as amended). The Department is, in effect, an amalgamation of the responsibilities of the then Department of Northern Affairs and Natural Resources, and the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

The federal government's legislative responsibilities for Indian and Inuit derive from section 91 (24) of the *Constitution Act* (1867) which gives the federal government the exclusive authority to pass laws relating to "Indians, and lands reserved for Indians". On the basis of this authority, the ***Indian Act***, which remains the major expression of federal jurisdiction in this area, was passed and a series of treaties was concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian people under the *B.N.A. Act* was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

Within this legislative framework, the Department has a number of interlocking responsibilities and objectives: to initiate, encourage and support measures that will respond to the needs and aspirations of Indian people and Inuit, and that will improve their social, cultural and economic well-being; to encourage the orderly economic and political development of the Northwest and Yukon Territories, and to co-ordinate all federal activities in the two territories; to ensure that lawful obligations to Indian people are met and to settle native claims relating to traditional native use and occupancy of land in these areas of Canada where this traditional use has not been extinguished by treaty or superseded by law.

Organization

The organizational structure of the Department is divided into six operative program areas: Self-Government; Economic Development; Indian Services; Lands, Revenues and Trusts; Northern Affairs; and Finance and Professional Services.

Access Procedures

The department encourages requestors to utilize the present lines of communication and to request personal information through informal channels. The intent is to make available as much information as possible through informal channels. Therefore enquiries for personal information should be made directly, where possible, to the departmental office having control of the record(s) concerned. For further information contact the departmental or regional co-ordinator.

If the formal access route is used, requestors should complete a Request for Access to Records Form available at national headquarters, regional and district offices. The completed form for national or regional data banks should be forwarded to the Regional Privacy Co-ordinator for your area, and to headquarters for data banks which are only located at headquarters. If you have any problems in identifying the location, the application should be forwarded to the Departmental Privacy Co-ordinator.

Please address requests to one of the following:

Headquarters

Departmental Privacy Co-ordinator
Indian and Northern Affairs Canada
Ottawa, Ontario
K1A 0H4

Indian and Inuit Regional Offices

Atlantic
40 Havelock Street
P.O. Box 160
Amherst, Nova Scotia
B4H 3Z3

Ontario
Sir Arthur Meighen Building, Fifth Floor
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M2

Quebec
320 est, Rue Saint-Joseph
P.O. Box 3725
Saint-Roch, Quebec
G1K 7Y2

Manitoba
275 Portage Avenue, Room 1100
Winnipeg, Manitoba
R3B 3A3

Saskatchewan
Third Floor, 2221 Cornwall Street
Regina, Saskatchewan
S4P 2L1

Alberta
9942-108th Street
Edmonton, Alberta
T5K 2J5

British Columbia
800 Burrard Street, Suite 1000,
P.O. Box 1000,
Vancouver, British Columbia
V6Z 2J3

Northwest Territories
P.O. Box 2760
4914-50th Street
Yellowknife, Northwest Territories
X0E 1H0

Yukon
Federal Building, Room 305
Whitehorse, Yukon
Y1A 2B5

Northern Affairs Regional Offices

Northwest Territories
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3

Yukon
200 Range Road
Whitehorse, Yukon
Y1A 3V1

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

INDIAN SERVICES PROGRAM

BAND SUPPORT AND CAPITAL MANAGEMENT BRANCH

Housing Directorate

INA/P-PU-005
Indian and Inuit Off-Reserve Housing Assistance Program

The bank contains personal and financial information on registered Indians and Inuit, and is used to monitor loans and evaluate the program. This personal information relates to Indian and Inuit participating in the Off-Reserve Housing Assistance Program. The purpose of the bank is to establish a record of Indian off-reserve and Inuit housing. Records are retained for 30 years.

INA/P-PU-010
On-Reserve Housing Program

The bank contains personal information and loan details and is used to monitor individual loans and evaluate the program. This personal information relates to registered Indians participating in the On-Reserve Housing Program. The purpose of this bank is to establish records of loans for housing, from Canada Mortgage and Housing Corporation (CMHC) or NHA approved lenders, to registered Indians living on reserves. Records are retained for 30 years.

INA/P-PU-015
Subsidy Housing Program

The bank contains personal information and subsidy detail; and is used to regulate, monitor and evaluate the program. This personal information relates to on-reserve registered Indians participating in the Subsidy Housing Program. The purpose of this bank is to establish records of subsidies provided to on-reserve registered Indians for housing construction and repairs. Records are retained for 30 years.

SOCIAL DEVELOPMENT BRANCH

Income Maintenance Directorate

INA/P-PU-020
Social Assistance

This bank contains information on recipients and/or dependants and social assistance benefits received by individuals applying for social assistance from the Indian and Inuit Affairs Program. Occasionally the bank may contain medical and social worker reports. The bank is used to regulate, monitor and evaluate the program, to assist in budgeting and to provide input information to other departmental programs. This personal information relates to Indians and Inuits receiving social assistance benefits and certain categories of non-status persons on reserve. The purpose of this bank is to record operational and accounting information pertaining to social assistance and services. Records are retained for five years after case is closed.

Personal and Community Social Services Directorate

INA/P-PU-025
Family and Children Services

The bank contains financial, case movement and planning data including information by third party, social workers' and medical reports. Individuals identified in the bank are Indian children and their family for whom the Department accepts financial responsibility. This bank is used to regulate, monitor, evaluate and plan the Family and Children Services Program and input for other social and education programs. This personal information relates to Indian children and their families. The purpose of this bank is to record information on Family and Children Services and assist in planning for registered Indian children, where care is being provided by provincial or private agencies. Records are retained for five years after case is closed.

INA/P-PU-030
Adult Care

The bank contains adult care information and occasionally medical and social worker reports for eligible registered Indian adults. The bank is used to control, monitor and evaluate the service and input information to other social service programs. This personal information relates to registered Indian adults eligible for Adult Care services. The purpose of this bank is to record Adult Care services (care of the aged, mentally incapacitated and infirm, rehabilitation and corrective services). Records are retained for five years.

EDUCATION BRANCH

INA/P-PU-035
Residence/Group Home Enrolment Report

Records in the bank contain demographic information on students. This personal information relates to students living in residences or group homes under the Department's auspices. This bank assists in forecasting, budgeting and planning for the future accommodation needs of those students living in residences or group homes under the auspices of this Department. Records are retained for five years.

INA/P-PU-040
Boarding Homes

This bank is used to regulate, monitor and evaluate the program. This personal information relates to students living in boarding homes under the Department's auspices. The purpose of this bank is to record information on students living in boarding homes under the Department's auspices, and data on the boarding homes. Records are retained for five years.

INA/P-PU-045
Elementary and Secondary School/Nominal Roll Students

The bank contains demographic and general school information on students being educated by the Department. This personal information relates to students for whom the Department is responsible. The purpose of this bank is to record information on elementary and secondary school students for whom the Department is responsible. The bank is used in monitoring and evaluating the program and as input to other departmental education programs. Records are retained for five years.

INA/P-PU-050

Continuing Education Information System (CEIS)

The bank contains personal and academic records on registered Indians and Inuit. The personal information will be comprised of name, band affiliation, field of study, date of graduation (or expected date of graduation) and post-secondary institution attended. This personal information relates to registered Indians and Inuit academic records. The purpose of this bank is to record post-secondary educational services provided to Indians and Inuit. It is also used in regulating, monitoring, and evaluating the program and input to other departmental educational programs. The information in this bank is used for providing selective lists of students and/or graduates to employers wishing to contact and select academically-qualified Indians and Inuit for employment in various occupational categories. Records are retained for five years.

INA/P-PU-055

Principal's Monthly Report

The bank contains information pertaining to school attendance, admissions and withdrawals, including general school operations. Individuals identified in this bank are the students and staff of the Department's school. This personal information relates to students and staff of the Department's school. The purpose of this bank is to report on school activities and evaluate school operations pertaining to Indian and Inuit students only. Records are retained for five years.

INA/P-PU-060

Scholarships

This bank contains personal and scholarship information used in monitoring and evaluating the program. This personal information relates to eligible Indian students. This bank is established to record scholarships awarded to eligible Indian students. Records are retained for five years after payment of scholarship.

INA/P-PU-065

Contracts

Data in this bank pertains to the contract and includes personal information for those persons who tendered or who were consulted. This personal information relates to persons under contract. The purpose of this bank is to establish a record of those individuals under business, janitorial and para-professional contracts. Records in the bank are used in regulating, monitoring and evaluating contracts. Records are retained for 30 fiscal years after completion and non-renewal of contract.

INA/P-PU-070

Applicant Inventories for Teachers

This bank contains resumes, applications, work and education histories, and recommendations. This personal information relates to persons wishing to teach. The purpose of this bank is to maintain a record of applications from persons wishing to teach. Records are retained for two years.

ECONOMIC DEVELOPMENT PROGRAM

Planning and Operations Branch

INA/P-PU-075

Indian Economic Development Fund (Direct and Guaranteed Loans and Contributions)

The bank contains personal and financial information on Indians, as defined in the *Indian Act*, or other persons who qualify for financial assistance from the Indian Economic Development Fund. This personal information relates to Indians, or other persons, eligible for financial assistance from the Indian Economic Development Fund. The purpose of this bank is to keep records on clients (Indian businesspeople) who have received financial assistance from the Indian Economic Development Fund for the control and evaluation of fund transactions. Records are retained for six fiscal years after the date that each case file is closed.

INA/P-PU-080

Federal Eskimo Loan Fund

This bank contains personal and financial information on Inuit who qualify for direct loans from the Federal Eskimo Loan Fund. The personal information relates to Inuit who are eligible for financial assistance from the Federal Eskimo Loan Fund. The purpose of this bank is to keep records on clients (Inuit) who have received financial assistance from the Federal Eskimo Loan Fund for the control and evaluation of fund transactions. Records are retained for six fiscal years after repayment of loan.

INA/P-PU-085

Farm Credit Corporation Guaranteed Loans

The bank contains personal and financial information on Indians eligible for Farm Credit Corporation loans guaranteed by the Department of Indian and Northern Affairs. This personal information relates to Indians as defined by the *Indian Act*, engaged in on-reserve agricultural activities. The purpose of this bank is to keep records on recipients of Farm Credit Corporation guaranteed loans for the control and evaluation of loan activity. Records are retained for six fiscal years after repayment of loan.

LANDS, REVENUES AND TRUSTS PROGRAM

Lands, Revenues and Trusts Operations Branch

Lands Directorate

INA/P-PU-090

Indian Lands Registry

The Indian Lands Registry is a depository of instruments and documents granting or changing interests in Indian Reserve and surrendered lands, and includes information about the title to or status of lands. This personal information relates to holders of interests in these lands. The purpose of this bank is to provide a permanent record of transactions affecting Indian lands, as required by sections 21 and 55 of the *Indian Act*. Records are retained indefinitely by the Department.

INA/P-PU-095

Suspense Accounts (Rentals)

The bank contains personal and financial information for Indian bands as defined by the *Indian Act*, and locatees. This personal information relates to Indian bands. The purpose of this bank is to record advance rental payments pending receipt of approved rental agreements. This bank is used to monitor and control leasing agreements. Retention and disposal standards are being developed.

INA/P-PU-100
Indian Lease Billing System

This bank contains the names of individuals and companies identified as holders of leases of Indian lands, as defined in the *Indian Act*. This personal information relates to holders of leases of Indian lands. This bank is used to record and control lease agreements. Records are retained for 75 years.

INA/P-PU-105
Indian Estates and Savings Accounts

The bank contains individual identification, records of financial transactions and some medical information for Indians, as defined in the *Indian Act*. This personal information relates to Indians who have estates and savings. The purpose of this bank is to establish official records of Indian estates and savings. This bank is used in the administration and settlement of Indian estates and savings. Retention and disposal standards are being developed.

Membership and Statutory Requirements Directorate

INA/P-PU-110
Indian Membership System
Description: This bank consists of the Indian Register and departmentally-administered band lists.
Class of Individuals: Registered Indians and Indian band members in accordance with the *Indian Act*.
Purpose: The purpose of the information in this bank is to maintain an official record of all persons who are registered as Indians and recorded on departmentally-administered band lists, in accordance with the *Indian Act*. This information can be used to prepare lists containing data for administering provisions of the *Indian Act*, for administering programs for Indian people by this and other departments, and for statistical purposes.
Consistent Uses: It can be used, upon request by provinces, to compile lists of Indians who may be selected to serve as jurors in the courts or for the purpose of administering or enforcing any law or carrying out a lawful investigation. It may also be used by the Department of National Health and Welfare to assist in the provision of medical services to Indians.
Retention and Disposal Standards: Records are retained for 75 years.
TBS Registration Number: 001826

INA/P-PU-115
Treaty Obligations

This bank contains personal and financial information concerning annuities and other payments made to Indians and bands under existing treaty agreements. This personal information relates to eligible Indians or bands under specific treaties. This bank is a record of payments made, or in arrears, to eligible Indians or bands under specific treaties. Retention and disposal standards are being developed.

INA/P-PU-120
Band Trust Funds and Trust Fund Suspense Accounts

This bank contains financial information on Indian monies held in the Consolidated Revenue Fund to the credit of the Indian bands and in Trust Fund Suspense pending credit to a specific account. This personal information relates to Indian bands and Trust Fund Suspense. This bank is maintained in the Trust Accounting System and records financial transactions made by bands as well as transactions in the Trust Fund Suspense accounts and is used to monitor and evaluate the program. Retention and disposal standards are being developed.

INA/P-PU-125
Individual Trust Fund Accounts

The bank contains information concerning financial accounts maintained on behalf of: estates of deceased Indians, Indian minors, missing or absent individuals/heirs, mentally incompetent Indians, and adopted Indian children as recorded in the Trust Accounting System. This personal information relates to eligible Indians. This bank accounts for funds held in trust in the Consolidated Revenue Fund for individual Indians until such time as they have the capacity to receive them or until such time as an estate of a deceased Indian has been distributed. Retention and disposal standards are being developed.

Program Reference Centre

INA/P-PU-130
Indian Genealogy

This bank consists of past treaty and interest distribution payments made to registered Indians and utilized today for proof of age or Indian ancestry. This personal information relates to all registered Indians who are/were members of treaty bands, and some members who are/were members of non-treaty bands. These paylists were compiled to record proof of treaty and interest distribution payments to individual registered Indians, while at the same time recording increases and decreases to family units. Records are retained for 30 years.

NORTHERN AFFAIRS PROGRAM

Natural Resources and Economic Development Branch

INA/P-PU-135
Eskimo Loan Fund

This bank contains personal as well as financial information about individual applicants. Records in the bank are restricted to the Inuit. This personal information relates to Inuit individuals, groups, companies and corporations, including co-operatives, applying for loans from the Eskimo Loan Fund. The purpose of this bank is to record applications for loans from the Eskimo Loan Fund. Records are retained for ten fiscal years after the repayment of the loan.

INA/P-PU-140
Small Business Loan Fund

This bank contains personal information on individuals applying for or receiving funds. The file is also used to monitor an individual's repayment. The personal information relates to individuals applying for or receiving funds. The purpose of this bank is to maintain records relating to small business loans in the Yukon Territory. Records are retained for ten fiscal years after repayment of the loan.

INA/P-PU-145
Cultural Grants for the Advancement of Inuit Culture

The bank contains information on individuals applying for cultural grants. Information recorded is limited to those factors on the application. Records in the bank relate exclusively to the Inuit. This personal information relates to individuals applying for cultural grants. The purpose of this bank is to record information relating to grants for the promotion of Inuit culture. Records are retained for ten fiscal years after the completion of the cultural project.

INA/P-PU-146
Inuit Artists Files

The artists files bank contains information regarding an artist's work (exhibits and literature on his or her work). The information is available to researchers on Inuit art. This personal information relates to Inuit artists and artisans. The purpose of the data bank is to provide information on Inuit artists. Records are retained for 30 years.

INA/P-PU-150
Territorial Lands Registry and Lands Administration

The bank contains the Application for Federal Crown Land and supporting documentation. This personal information relates to individuals that submit an Application for Federal Crown Land. The purpose of this bank is to maintain a record of transactions dealing with surface rights to federal Crown lands. The bank is used to register and monitor administration of sale, lease or other disposition of territorial lands. Retention and disposal standards are being developed.

Regional Offices

INA/P-PU-155
Prospectors' Assistance

This bank contains information supplied about applicants according to the Prospectors' Assistance Program regulations. This personal information relates to individuals applying for Prospecting Assistance Grants. The purpose of this bank is to record and maintain applications for Prospecting Assistance Grants. It is also used to monitor the Prospectors' Assistance Terms and Conditions Orders. Records are retained for six years.

INA/P-PU-160
Yukon Miners' Medical Records

The bank contains the miners' medical reports prepared by examining doctors, chest x-rays, and radiologist's reports. This personal information relates to miners in the Yukon Territory. The purpose of this bank is to continually provide information on miners' medical conditions in the Yukon Territory. The bank is also used in the prevention of health hazards due to exposure to dust in underground and open pit mines. Records are retained for three years after death, or 90 years from the date of birth.

INA/P-PU-165
Vocational Counselling Records

Records on northern Indians and Inuit related to vocational counselling. This personal information relates to Indians and Inuit. The purpose of this bank is to maintain records on northern Indians and Inuit related to vocational counselling. Records are retained for five years.

INA/P-PU-170
On-the-Job Training

This bank contains the period of training, individual's monthly allowances, and a monthly evaluation by the training agency. This personal information relates to northern native people. The purpose of this bank is to maintain training agreements between northern natives and the training agency. Records in the bank are restricted to northern native people and are used to monitor each individual's progress. Records are retained for five years.

ADMINISTRATION PROGRAM

EXECUTIVE SUPPORT SERVICES BRANCH

Evaluation Directorate

INA/P-PU-175
Inuit Culture and Linguistics Evaluation Study

This bank comprises two sections: (a) Inuktitut language development, pertaining to information on all of the 11 Canadian organizations involved in Inuktitut language development, and (b) Inuktitut Magazine, regarding information on the receipt, use and acceptance of the magazine by Inuit households. The bank contains data on the magazine content, orthographies and language preference, and the age, education skills and area of employment of persons interviewed. This personal information relates to Canadian organizations involved in Inuktitut language, and Inuit. This information was compiled for the purpose of identifying any gaps, overlaps, or duplication of effort with a view to determining what should be the Department's future role in this area; and to evaluate the effectiveness of the magazine. Records are retained for five years.

FINANCE AND PROFESSIONAL SERVICES

Contracts Branch

Contract Policy and Services Directorate

INA/P-PU-180
Consulting and Professional Services Inventory

This inventory is a list of a representative number of firms and individuals from whom consulting and professional services can be obtained. The inventory is maintained by firm/individual's name, as well as by fields of expertise and the types of services offered. This personal information relates to firms or individual consultants. The inventory is consulted by departmental managers, when a requirement exists for consulting and professional services from the private sector. Records are retained for five years.

Support Services Directorate

INA/P-PU-185
Access Requests Data Bank
Description: This bank contains the Access Request Forms sent by individuals under the *Access to Information Act*, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included.
Class of Individuals: This personal information relates to individuals making access requests.

Purpose: The bank is used for processing access requests only and to report on the number of access requests received annually.
Retention and Disposal Standards: Records are retained for two years.
PAC# = 85-001
TBS Registration Number: 001738

INA/P-PU-190
Privacy Requests Data Bank

This bank contains the Record Access Requests Form sent by individuals requesting access to their files, the replies to such requests and information related to their processing. This bank also contains requests made by third parties for disclosure of personal information under the categories of permitted disclosures to third parties outlined in subsection 8(2) of the *Privacy Act*, the replies to such requests and information relative to their processing. Information on exemptions claimed or on complaints handled may also be included. This personal information relates to individuals making privacy requests. The bank is used for processing access requests only and to report on the number of access requests received annually. Records are retained for two years.

INA/P-PU-195
Information Disclosed to Investigative Bodies
Description: This bank contains a copy of access request or Treasury Board form 350-68(83/2), Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the *Privacy Act* to DIAND under section 8(2)(e) of the same Act. This bank also contains the replies to such requests and gives particulars related to their processing.
Class of Individuals: Persons being investigated by federal law investigative bodies.
Purpose: The purpose of this bank is to verify the conditions of disclosure to federal law enforcement bodies which are met under section 8(2)(e) of the *Privacy Act* and to account to the Privacy Commissioner for the report on the number of access requests received annually under the *Privacy Act*.
Retention and Disposal Standards: Files are retained for two years after date of last correspondence.
PAC# = 85-001
TBS Registration Number: 001739

INA/P-PU-200
Indian Art

The bank consists of files in the Art Centre relating to artists, biographies, information on exhibitions, the artists and their work. This information is available to art curators and researchers on Indian Art. In addition, the Indian Art Centre has visual documentation on slides and photos of the art. This personal information relates to Indian and Métis artists. The purpose of this data bank is to provide information on Indian Artists to enhance the understanding of the art in the collection. Records are retained for 30 years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward requests for formal access to the departmental privacy co-ordinator at the address supplied under Access Procedures, or to the regional privacy co-ordinator at the appropriate regional office.

Atlantic
P.O. Drawer 160
Amherst, Nova Scotia
B4H 3Z3

Ontario
Sir Arthur Meighen Building
55 St. Clair Avenue East
Toronto, Ontario
M4T 2P8

Quebec
320, est rue Saint-Joseph
P.O. Box 3725
Saint-Roch, Quebec
G1K 7Y2

Manitoba
275 Portage Ave., Room 1100
Winnipeg, Manitoba
R3B 3A3

Saskatchewan
2332-11th Ave.
Regina, Saskatchewan
S4P 2G7

Alberta
9942-108th Street
Edmonton, Alberta
T5K 2J5

British Columbia
P.O. Box 10061
Pacific Centre Ltd.
700 West Georgia St.
Vancouver, B.C.

Northwest Territories
P.O. Box 2760
4914-50th St.
Yellowknife, N.W.T.
X0E 1H0

Yukon
Federal Building, Room 305
Whitehorse, Y.T.
Y1A 2B5

Northern Affairs Regional Locations

Northwest Territories
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3

Yukon
200 Range Road
Whitehorse, Y.T.
Y1A 3V1

PARTICULAR BANKS

INA/P-PE-801
Workforce Adjustment Program

The bank contains personal information on employees that are entitled to a staffing priority as defined in the *Public Service Employment Act*, as well as those employees given an administrative priority by the Public Service Commission. The bank consists of education, work history, training and development, geographical work location preference in Canada, willingness to accept lower level positions and personal address. The social insurance number may be used to identify employees. This information is collected by means of questionnaires, interviews or requested resumes of the employees' work history. This personal information relates to departmental employees. The bank provides documentation to the personnel function to facilitate the placement of these employees currently enjoying a staffing priority within the federal public service across Canada. The bank is also used to support decisions to place priority employees to positions within the department or other government departments and/or agencies. Records are retained for three years.

STANDARD BANKS

INA/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001215

INA/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001216

INA/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001217

INA/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001218

INA/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001219

INA/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001220

INA/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001221

INA/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001222

INA/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001223

INA/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001224

INA/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001225

INA/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001226

INA/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001227

INA/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001228

INA/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001229

INA/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001230

INA/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001231

INA/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001232

INA/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001233

DEPARTMENT OF JUSTICE

Chapter 45

DEPARTMENT OF JUSTICE

Overall Responsibilities

The Department of Justice was created by the *Department of Justice Act*, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged since the Act was first passed.

The work of the Department consists of litigation, provision of legal advice and opinions to the federal government of Canada on a very wide range of matters, and the drafting of legislation, contracts and other legal documents. The Department is also concerned with the legal aspects of developing government policy, and prepares recommendations or reviews recommendations, for reform of the law. To carry out these responsibilities, the Department uses federal Statutes and Regulations.

In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research and to other law-related programs. A limited number of grants is made in connection with legal education, and cost-sharing agreements are entered into with provincial governments in connection with young offenders, compensation of victims of violent crimes, Legal Aid in criminal cases for adults and young offenders, native courtworker programs, and access to legal information.

The role of the Federal Department of Justice does **not** include the provision of legal services or advice to members of the public.

Access Procedures

Enquiries and requests for access to personal information held in Department of Justice records should be addressed to:

Privacy Co-ordinator
Department of Justice
Room 302, Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
(613) 952-8361

Regional Offices

The headquarters of the Department is located in Ottawa. There are nine regional offices, one in each of Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montreal, Halifax, Yellowknife and Whitehorse.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

The following categories of records are held by headquarters, regional offices and legal services units of the Department.

JUS/P-PU-005
Central Divorce Registry
Description: This bank contains information obtained from the Registration of Divorce Reports received from the various divorce registries in respect of the Petitioner and the Respondent, and includes all relevant personal information.
Class of Individuals: Persons who filed for divorce in a Canadian court.
Purpose: The information in this bank is maintained for the purpose of informing the District Registrar of the various divorce court offices of the existence or otherwise of pending divorce applications, thus settling jurisdictional issues pursuant to section 3 of the *Divorce Act, 1985* and providing statistical information to Statistics Canada for the purpose of compiling marriage and divorce statistics for publication.
Retention and Disposal Standards: Textual records are retained for five years after divorce registration and machine-readable records are maintained actively for the life of the Divorce Registry program or for the length of time the Divorce Registry is administered by the Department of Justice.
PAC# = 88-002
TBS Registration Number: 002274

JUS/P-PU-010
Legal and Operational Files (General)
Description: This bank contains information on an aggregate set of records pertaining to legal matters which come under the jurisdiction of the Department. It includes legal opinions; requests to institute civil and legal proceedings, by or against the Crown or its agents or servants in a court of law or in any administrative board or tribunal; collection files; approval of Power of Attorney; and other such documents. The social insurance number (SIN) is part of the information kept on file to identify an individual in cases involving Revenue Canada. This use by Revenue Canada is authorized by the *Income Tax Act*.
Class of Individuals: Canadian citizens.
Purpose: The material in this bank is retained to enable the Department to carry out its duties as legal advisor to the federal government.
Retention and Disposal Standards: Civil litigation files are retained for 21 years after cessation of the legal action; records pertaining to other legal matters are retained for 30 years; and material of precedent value is retained for 35 years after a legal opinion is rendered and the file is closed. Files will be microfilmed and the copy kept permanently at the Department of Justice.
PAC# = 88-002
TBS Registration Number: 001653

JUS/P-PU-015
Legal Files (Prosecution and Extradition Matters)
Description: This bank contains information on the administration of legal matters pertaining to prosecutions under federal statutes, and matters under the *Extradition Act* and the *Fugitive Offenders Act*. It contains reports from Canadian and foreign law enforcement agencies pertaining to investigations in relation to such matters. It also contains internal correspondence with provincial governments and foreign governments.
Class of Individuals: Canadian citizens and landed immigrants.
Purpose: The material in this bank is used for the purpose of enforcing federal statutes as well as for the implementation of Canada's obligation under the *Extradition Act* and the *Fugitive Offenders Act*.
Retention and Disposal Standards: Records are retained for 30 years, unless there is material of precedent value, in which case the file is kept for 35 years after a legal opinion is rendered and the file is closed. Files will be microfilmed and the copy kept permanently in the Department of Justice.
PAC# = 88-002
TBS Registration Number: 001654

JUS/P-PU-020
Grants (Development of Law)

This bank contains information on grants to individuals and associations concerned with the development of the law in Canada. It contains information on proposed research programs which in part include biographical information on the applicants. The information

in the bank assists the Department in awarding grants to individuals and associations concerned with the law. Material is retained for 30 calendar years. This program was discontinued in 1977-78 and replaced by the Consultation and Development Fund (see JUS/P-PU-075). Records are retained for 10 years.
PAC# = 88-002

JUS/P-PU-025

Lawyers Appointed Agents of the Minister of Justice

Description: This bank contains information on lawyers appointed as agents of the Minister of Justice to assist client departments. The bank contains information on these lawyers.
Class of Individuals: Lawyers appointed as agents for the Minister of Justice.
Purpose: Records in this bank are used for internal accounting and to monitor status of cases.
Retention and Disposal Standards: Records are retained for 10 years.
PAC# = 88-002
TBS Registration Number: 001655

JUS/P-PU-030

Fellowships in Legislative Drafting

This bank contains information on applicants for Fellowships in Legislative Drafting at the University of Ottawa. It includes their law school transcripts, letters of reference and completed application forms. The social insurance number (SIN) is required for recipients of Fellowships, since they must be issued with a T-4 taxation form. The SIN is collected only when necessary in order to comply with the *Income Tax Act*. This bank is used by the Selection Committee to determine which of the applicants should be offered fellowships. Records are retained for a period of 30 years.
PAC# = 88-002

JUS/P-PU-035

Grants Program to Encourage Native Students to Enter the Legal Profession

Description: This bank contains information on students of native ancestry who have received financial assistance to enter the legal profession. A number of bursaries are provided to Métis and non-status Indian students in order to achieve this goal. The bank contains names, curricula vitae, reports of academic performance and payments made to students.
Class of Individuals: Students of native ancestry who have received financial assistance to enter the legal profession.
Purpose: The information in this bank is used to select successful candidates, determine amounts of payments and evaluate the program. It also provides an inventory of legally trained native people.
Retention and Disposal Standards: Records are retained for 10 years after the project has been superseded or completed as applicable.
PAC# = 88-002
TBS Registration Number: 001656

JUS/P-PU-040

Duff-Rinfret Scholarship Program

Description: This bank contains information on graduates of Canadian law schools who have applied for a Duff-Rinfret Scholarship in Canada. More especially, it contains the candidates' academic records, curricula vitae and letters of reference.
Class of Individuals: Graduates of Canadian law schools who have applied for a Duff-Rinfret scholarship.
Purpose: The information in this bank is used to select the winners of scholarships.
Retention and Disposal Standards: Records are retained for 10 years after the project has been superseded, rejected or completed as applicable.
PAC# = 88-002
TBS Registration Number: 001657

JUS/P-PU-045

Summer Job Corps Program (Phase I, II and III of Public Legal Information)

This bank contains information on project leaders who received funds to operate public legal information projects under the Summer Job Corps Program. It includes names of all students hired, financial reports and materials produced. The data is used to determine whether the project has met its objectives and helps in planning new public legal information projects. Records are retained for 10 years after the project has been superseded or completed, as applicable.
PAC# = 88-002

JUS/P-PU-050

Criminal Law Reform Fund

This bank contains information on supporting documentation of projects submitted for financial assistance to the Criminal Law Reform Fund. It contains correspondence, memoranda and information on the proposed projects, as well as financial statements and reports of approved projects. This bank also has information on individuals, and private or governmental agencies who have submitted these proposals to the Criminal Law Reform Fund. Information is used to evaluate the merits of proposals and to observe the progress of funded projects. Records are retained for 10 years after the project has been superseded, rejected or completed, as applicable.
PAC# = 88-002

JUS/P-PU-055

Summer Student Research Assistants Program

This bank contains biographical information on the students and professors who have participated in this program, their academic background, curricula vitae, etc. The information was used primarily in the process of selecting research projects for funding. It also helped to provide the Department with an inventory of law professors and law students interested in research. The program was started in 1973 to foster summer research in Canadian law schools and ended in 1975. Records are retained for 10 years after the project has been superseded or completed, as applicable.
PAC# = 88-002

JUS/P-PU-060

Judges Files

This bank contains information relating to federally appointed judges. The information includes, among other things, complaints initiated against judges. The complaints files contain complainant's name, nature of complaint and the name of the federal judge against whom the complaint was made. Included in the information are correspondence and memoranda pertaining to the investigation. The material is retained at headquarters in Ottawa for precedent purposes. Records are scheduled for permanent retention. Information is recorded manually, by the name of the judge only (not by the name of the complainant). Administrative records are retained for 10 years after cessation of payments to judges or their widows, and complaints files are retained 10 years after recommendation by the Minister of Justice.
PAC# = 88-002

DEPARTMENT OF JUSTICE

JUS/P-PU-075

Consultation and Development Fund

This bank contains information on contributions made to individuals and associations conducting legal research, publishing materials to educate the public about the law, and/or examining recommendations of the Law Reform Commission of Canada in the civil and administrative law areas. It contains information on proposed research programs which in part assists the Department in awarding contributions to individuals and associations concerned with the law. Records are retained for 10 years after the project has been superseded, rejected or completed, as applicable.
PAC# = 88-002

JUS/P-PU-080

Summer Youth Employment Program (Phase IV of Public Legal Information)

This bank contains information on project leaders who hire students through Canada Employment Centres under the Summer Youth Employment Programs. It contains the names of all students hired on projects, financial reports and materials produced. The data is used to determine whether the project has met its objectives and helps in the planning of new public legal information projects. Records are retained for 10 years after the project has been superseded or completed, as applicable.
PAC# = 88-002

JUS/P-PU-085

Applicant Inventory Files

Description: This bank contains information on members of the general public who have exercised an interest in employment with the Department of Justice. Complete files include application forms giving educational and personal histories, interview appraisal forms, letters of reference, correspondence and memoranda.
Class of Individuals: Members of the general public who have expressed an interest in employment with the Department of Justice.
Purpose: The information in this bank is used to assess individuals for positions that are to be filled through open competitions.
Retention and Disposal Standards: Material is retained for one year.
PAC# = 86-001
TBS Registration Number: 001658

JUS/P-PU-090

Access Request Data Bank

Description: This bank contains information on access requests sent by individuals requesting access under the *Privacy Act* to departmental records, the replies to such requests, and information related to their processing.
Class of Individuals: Individuals requesting access to records under the *Privacy Act*.
Purpose: The information in this bank is used for processing access requests only.
Retention and Disposal Standards: Material is retained for two years after the last action on file.
PAC# = 86-001
TBS Registration Number: 001659

JUS/P-PU-095

Service Contractors Inventory

Description: This bank contains information on the qualifications and experience of firms and individuals wishing to obtain contracts or already contracting with the Department. Information includes contracts, questionnaires, requisitions for service contracts, evaluations of contractors performance, geographic location of the firms, and pertains to ownership principals and associates, resources, professional competence, fields of expertise, experience and language capabilities.
Class of Individuals: Firms and individuals wishing to obtain contracts or already contracting with the Department.
Purpose: The information in this bank is used to assist in awarding contracts.
Retention and Disposal Standards: Records are deleted from the bank six months after the firm or individual has failed to re-apply for inclusion.
PAC# = 86-001
TBS Registration Number: 001660

JUS/P-PU-100

Civil Law/Common Law Students Exchange Program

This bank contains information on individual law students who apply to participate in the Civil Law/Common Law Exchange Programs. It contains information on the students' academic records, students' letter of interest to join the program and other documents pertinent to the administration of the program. Information relates to individuals who have requested to join the exchange program. Information is used to evaluate the merits of the students requesting to participate in the exchange program. Records are retained for 10 years after the project has been superseded or terminated, as applicable.
PAC# = 88-002

JUS/P-PU-105

Human Rights Law Fund

This bank contains information on supportive documentation related to projects on human rights law submitted to obtain financial assistance from the Fund. It contains correspondence, memoranda and information on the proposed projects as well as financial statements and reports on approved projects. Information relates to individuals who have submitted proposals to the fund. Information was compiled to evaluate the merits of proposals and to observe the progress of funded projects. Records are retained for 10 years after the project has been superseded, rejected or completed, as applicable.
PAC# = 88-002

JUS/P-PU-110

Access to Legal Information Fund

This bank contains information on supportive documentation for projects of public legal education submitted to obtain financial assistance from the fund. It contains correspondence, memoranda and information on the proposed projects as well as financial statements and reports on approved projects. Information relates to individuals who have submitted proposals to the fund. Information is used to evaluate the merits of proposals and to observe the progress of funded projects. Records are retained for 10 years after the project has been superseded, rejected or terminated, as applicable.
PAC# = 88-002

JUS/P-PU-115

Program Development Fund — Young Offenders

Description: This bank contains information on supporting documentation of projects submitted for financial assistance to the Program Development Fund. It contains correspondence, memoranda and information on the proposed projects, as well as financial statements and reports of approved projects. This bank also has information on individuals, and private or governmental agencies, who have submitted these proposals to the Program Development Fund.
Class of Individuals: Individuals who submit proposals to be considered for funding by the Program Development Fund — Young Offenders.

Purpose: Information held in this bank is used to evaluate the merits of proposals and to observe the progress of funded projects.
Retention and Disposal Standards: Material is retained at headquarters in Ottawa for 30 calendar years.
Related to COR: JUS/PPR-035
TBS Registration Number: 001884

JUS/P-PU-120
Systems Development Fund — Young Offenders
Description: This bank contains information on supporting documentation of projects submitted for financial assistance to the Systems Development Fund. It contains correspondence, memoranda and information on the proposed projects, as well as financial statements and reports of approved projects. This bank also has information on individuals, and private or governmental agencies, who have submitted these proposals to the Systems Development Fund.
Class of Individuals: Individuals who submit proposals to be considered for funding by the Systems Development Fund — Young Offenders.
Purpose: Information held in this bank is used to evaluate the merits of proposals and to observe the progress of funded projects.
Retention and Disposal Standards: Material is retained at headquarters in Ottawa for 30 calendar years.
Related to COR: JUS/PPR-035
TBS Registration Number: 001883

JUS/P-PU-125
Family Orders and Agreements Enforcement Assistance
Description: This bank contains information on individuals who are in default of family support orders or agreements. It contains identifying information, as well as applications for tracing such persons and for the garnishment of federal payments to them. It also contains records of federal payments to such individuals that have been diverted in compliance with a garnishee summons. Although optional, the application form includes a request for the social insurance number (SIN) of the person being traced or garnished. Since the form is part of the Regulations, this is a use authorized by statute and regulation.
Class of Individuals: Individuals who are in default of family support orders or agreements, or who are in violation of a custody or access rights.
Purpose: This is the administrative and operational activity required to carry out the Government of Canada's responsibilities under the *Family Orders and Agreements Enforcement Assistance Act*.
Consistent Uses: Information is used to obtain addresses for use by authorized organizations and to comply with legal garnishee summonses served on the Crown.
Retention and Disposal Standards: Information is retained at the Family Orders and Agreements Enforcement Assistance Unit Office for a period of 30 calendar years.
Related to COR: JUS/PPR-030
TBS Registration Number: 001870

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all requests for formal access to:

Privacy Co-ordinator
Department of Justice
Room 302
Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
(613) 952-8361

STANDARD BANKS

The following banks are located at headquarters.

JUS/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001661

JUS/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001662

JUS/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001663

JUS/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001664

JUS/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001665

JUS/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001666

JUS/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001667

JUS/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001668

JUS/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001669

JUS/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001670

JUS/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001671

JUS/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001672

JUS/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001673

JUS/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001674

JUS/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001675

JUS/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001676

JUS/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001677

JUS/P-SE-918
Affirmative Action Program (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002275

JUS/P-SE-919
Personal Harrassment (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002277

JUS/P-SE-920
Incentive Awards (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002276

DEPARTMENT OF LABOUR

Chapter 46

DEPARTMENT OF LABOUR

Overall Responsibilities

The Department of Labour was established in 1900 under the *Conciliation Act*. It now operates under the *Department of Labour Act*.

The Minister of Labour is responsible for the administration of the *Canada Labour Code*, the *Fair Wages and Hours of Labour Act*, the Penitentiary Inmate Accident Compensation Regulations, the *Government Employee Compensation Act*, the *Merchant Seamen Compensation Act* and the *Labour Adjustment Benefits Act*. The Department collects and publishes information on labour conditions and conducts enquiries into important industrial questions.

Access Procedures

The departmental co-ordinator for the *Access to Information Act* and *Privacy Act* has administrative duties within the Department which include preparation and revision of the departmental entry in the Personal Information Index, determination of exemptions, responses to enquiries from the Privacy Commissioner, and appeals before the federal court.

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to the appropriate office.

Headquarters

Office of the Co-ordinator
Access to Information and Privacy Acts
Labour Canada
Phase II, Place du Portage
6th Floor
Ottawa, Ontario
K1A 0J2
(819)997-1618

Capital Region

Regional Director
Labour Canada
SBI Building, 7th Floor
2323 Riverside Drive
Ottawa, Ontario
K1H 8L5
(613) 990-3597

Atlantic Region

Regional Director
Labour Canada
P.O. Box 2967
Station A
Moncton, New Brunswick
E1C 8T8
(506) 857-6648

St. Lawrence Region

Regional Director
Labour Canada
Guy Favreau Complex
200 René-Lévesque Boulevard West
Room 101
Montreal, Quebec
H2Z 1X4
(514) 283-2808

Great Lakes Region

Regional Director
Labour Canada
4211 Yonge Street
3rd Floor
Willowdale, Ontario
M2P 2A9
(416) 224-3820

Central Region

Regional Director
Labour Canada
Canadian Grain Commission Building
400-303 Main Street
Winnipeg, Manitoba
R3C 3G7
(204) 983-7226

Mountain Region

Regional Director
Labour Canada
750 Cambie Street
7th Floor
Vancouver, British Columbia
V6B 2P2
(604) 666-2344

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Employment Relations and Conditions of Work

LAB/P-PU-005
Complaints Received Under Canada Labour Code Part III
Description: Information contained in this bank includes complaints dealing with hours of work, overtime pay, minimum wages, equal wages, annual vacations, general holidays, multi-employment, severance pay, group termination, garnishment, maternity leave and unjust dismissal. The files contain statements of complaints from employees and employers, records of employment, correspondence with and reports on employees, employers and witnesses dealing with the complaint.
Class of Individuals: Employees employed in undertakings under federal jurisdiction.
Purpose: The purpose of the bank is to record, enquire about and resolve various complaints in connection with the application of the *Canada Labour Code* Part III (Labour Standards).
Consistent Uses: The bank is used to determine if a violation exists under the *Canada Labour Code*, if the violation can be resolved between the parties, or if legal action is necessary.
Retention and Disposal Standards: Files are retained for two years after settlement of complaint.
PAC# = 69-135, Amend. 4
Related to COR: LAB/ERC-185
TBS Registration Number: 000445

LAB/P-PU-010
Contracts for Professional Services — Quality of Working Life
Description: Information contained in this bank includes files on

individuals, copies of the contract and/or agreement, record of payments made, copies of reports submitted, and related correspondence.

Class of Individuals: Professional people qualified to conduct quality of working life programs.

Purpose: The purpose of this bank is to maintain a record of contracts and/or agreements entered into by the Department of Labour with Canadian residents for the provision of professional services in support of the Department of Labour's quality of working life program.

Consistent Uses: This bank is used to ensure terms and conditions of contracts and/or agreements are carried out and reports submitted prior to final payment.

Retention and Disposal Standards: Six years after completion or non-renewal of contract.

PAC# = 78-001

Related to COR: LAB/ERC-220

TBS Registration Number: 000446

LAB/P-PU-015

Resource Persons/Consultants — Quality of Working Life

Description: Information contained in this bank includes individual files of professors and other teaching personnel, management consultants and employees of work organizations actively engaged in quality of working life experimentation.

Class of Individuals: Professors, university teaching personnel and management consultants engaged in a quality of working life project.

Purpose: The purpose of this bank is to compile an inventory of Canadian residents having specialized knowledge and experience in teaching, writing and conducting research in the quality of working life field.

Consistent Uses: This bank is used to maintain curricula vitae and related correspondence on individuals available for conducting quality of working life programs.

Retention and Disposal Standards: Six years.

PAC# = 84-013

Related to COR: LAB/ERC-220

TBS Registration Number: 000447

Occupational Safety and Health

LAB/P-PU-020

Licensing of Provincial Inspectors under Canada Labour Code Part IV

Description: Information contained in this bank includes name, address of applicant, qualifying certificate number of specialization, and name and title of supervisor. Files are located in Moncton, Willowdale, Winnipeg and Vancouver.

Class of Individuals: Provincial employees holding a licence to carry out safety inspections for the Department of Labour under *Canada Labour Code*, Part IV.

Purpose: The purpose of this bank is to record and maintain applications of provincial employees holding licences to perform safety inspections as required under *Canada Labour Code* Part IV.

Consistent Uses: This bank is used to maintain a list of provincial inspectors qualified to perform safety inspections under *Canada Labour Code*, Part IV.

Retention and Disposal Standards: Two years after termination of employment.

PAC# = 84-013

TBS Registration Number: 000448

LAB/P-PU-025

Inmate Injury Compensation

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of sums of money paid.

Class of Individuals: Inmates and former inmates of federal penitentiaries. Suitable proof of identification will be required before access is permitted.

Purpose: The purpose of this bank is to record all claims for compensation under the Penitentiary Inmate Compensation Regulations.

Consistent Uses: The files are used to establish validity of claims and to determine inmates' monetary entitlement.

Retention and Disposal Standards: Five years after claim settled, complete file then microfilmed. Microfilm retained for 100 years.

PAC# = 84-013

Related to COR: LAB/OSH-235

TBS Registration Number: 000449

Merchant Seamen Compensation Board

LAB/P-PU-030

Compensation Claim Files

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of monies paid.

Class of Individuals: Seamen employed on vessels registered in Canada.

Purpose: The purpose of this bank is to record all claims for compensation under the *Merchant Seamen Compensation Act*.

Consistent Uses: The files are used to establish validity of claims and to determine the seamen's monetary entitlement.

Retention and Disposal Standards: Five years after claim settled, then complete file microfilmed. Microfilm retained for 100 years.

PAC# = 69-089, Amend. 1

Related to COR: LAB/MSC-025

TBS Registration Number: 000450

Mediation and Conciliation Branch

LAB/P-PU-035

Conciliation Commissioner or Conciliation Board Members Files

Description: Information contained in this bank includes names and addresses of non-governmental persons who have either acted for the mediation and conciliation service in the role of conciliation commissioners and board chairmen, or who possess the required experience and qualifications to undertake the third party work. In some cases the files contain curricula vitae relating to person's involvement in industrial disputes at the provincial level, or in respect of the service.

Class of Individuals: Canadian citizens.

Purpose: The purpose of this information bank is to assist the Federal Mediation and Conciliation Service to select suitable persons to act as conciliation commissioners and board chairmen in reaching settlements of collective bargaining disputes, subject to the jurisdiction of *Canada Labour Code*, Part V (Industrial Relations).

Consistent Uses: This bank is used to maintain a list of persons qualified to act as conciliation commissioners and board chairmen.

Retention and Disposal Standards: Two years after a person advises the Director General of Mediation and Conciliation that he/she no longer wishes to be considered for the position of Conciliation Commissioner and Conciliation Board chairman.

PAC# = 70-004, Amend. 1

Related to COR: LAB/MCB-050

TBS Registration Number: 000451

DEPARTMENT OF LABOUR

Arbitration Services Branch

LAB/P-PU-040

Sole Arbitrators and Chairmen of Arbitration Board Files

Description: Information contained in this bank includes names, addresses, and curricula vitae of Canadian citizens used in determining selection of individuals for the positions of Sole Arbitrators and Chairmen of Arbitration Boards.

Class of Individuals: Canadian citizens.

Purpose: To assist the Arbitration Services Branch in selecting suitable persons to act as grievance arbitrators, subject to *Canada Labour Code*, Part V (Industrial Relations).

Consistent Uses: This bank is used primarily to maintain curricula vitae of Canadian citizens, and is used in selecting suitable persons, to act as grievance arbitrators, subject to *Canada Labour Code*, Part V.

Retention and Disposal Standards: Two years after the Department of Labour is notified that the person is no longer available to act as Sole Arbitrator or as a Chairman of Arbitration Boards.

PAC# = 70-004, Amend. 1

Related to COR: LAB/ASB-045

TBS Registration Number: 000452

Economics and Industrial Relations Research Branch

LAB/P-PU-045

Application for University Grants

Description: Information contained in this bank includes application forms, letters of reference, copies of research proposals, general correspondence, notification of grants, budget reviews, working papers, final papers and letters to applicable universities.

Class of Individuals: Canadian citizens residing in Canada or abroad who are graduate students or members of a university faculty.

Purpose: To compile an inventory of applicants for consideration in the allocation of research money.

Consistent Uses: This bank is used to circulate information on applications to members of the Department of Labour University Research Committee. It is also used to determine the applicants who will be awarded a grant.

Retention and Disposal Standards: Rejected applications are kept for two years. Applications accepted are retained for 10 years. Selective retention by the National Archives of Canada.

PAC# = 77-020

Related to COR: LAB/LOS-130

TBS Registration Number: 000453

Older Worker Adjustment Branch

LAB/P-PU-050

Labour Adjustment Benefits Program

The purpose of this bank is to assist the Department in monitoring and reviewing the Labour Adjustment Benefits (LAB) Program. Under the statutory authority of the *LAB Act*, the program provides income maintenance for elegible workers between the ages of 54 and 65 in industries designated by the government. Information contained in this bank includes such statistics on beneficiaries as age, education, family status, previous employment, other sources of income, health, mobility and benefit rates, gathered through questionnaires by officials of Canada Employment Centres. The individuals concerned are Canadian residents. This bank is used to determine the eligibility of workers for income maintenance in industries designated by the government. The disposal criteria for this bank are to be established.

Finance

LAB/P-PU-055

Accounts Payable

Description: Information contained in this bank includes names and addresses of firms and individuals, invoices for services rendered or products provided detailing the amount owning, and any supporting documentation to substantiate the account.

Class of Individuals: Canadian citizens.

Purpose: The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Department of Labour.

Consistent Uses: This bank is used to account for all amounts of money paid to firms or individuals, and to authorize cheques.

Retention and Disposal Standards: Six fiscal years.

PAC# = 78-001

TBS Registration Number: 000454

LAB/P-PU-060

International Labour Organization Files

Description: Information contained in this bank includes recommendations for payment, claims, invoices, contracts, transportation costs or tickets, hotel bills, hospitality claims and correspondence related to their costs, copies of cheque requisitions, proof of claims, journal vouchers with regard to salary changes, and standing advances.

Class of Individuals: Canadian citizens residing in Canada.

Purpose: The purpose of this bank is to record all sums of money (accounts payable) to an individual attending International Labour Organization conferences.

Consistent Uses: This bank is used to account for all sums of money paid to an individual attending an International Labour Organization conference.

Retention and Disposal Standards: Six fiscal years.

PAC# = 78-001

TBS Registration Number: 000455

LAB/P-PU-061

Application for Financial Contributions — Technology Impact Program

Information contained in this bank includes application forms, copies of research proposals, general correspondence, budget reviews, working papers, notification of funding to successful applicants and final papers. The information relates to Canadian residents residing in Canada. The purpose of this bank is to compile an inventory of applicants for consideration in the allocation of research money. This bank is used to circulate information to labour organizations, researchers and other interested parties, and to allocate funds and maintain statistics. The disposal criteria for this bank are to be established.

LAB/P-PU-062

Application for Financial Assistance — Labour Assignment Program

Information contained in the bank includes application forms, copies of proposals, general correspondence, salaries, working papers, notification of funding to successful applicants and final papers. The information relates to Canadian citizens residing in Canada. The purpose of this bank is to compile an inventory of applicants for consideration in the allocation of funds. This bank is used to access and review applications, to allocate funds and to maintain statistics. The disposal criteria for this bank are to be established.

DEPARTMENT OF LABOUR

LAB/P-PU-063

Application for Financial Contributions — Labour Issues Assistance Fund

Information contained in this bank includes application forms, copies of proposals, general correspondence, budget reviews, working papers, notification of funding to successful applicants and final papers. The information relates to Canadian citizens residing in Canada. The purpose of this bank is to compile an inventory of applicants for consideration in the allocation of funds. This bank is used to circulate information to labour organizations, researchers and other interested parties, to allocate funds and to maintain statistics. The disposal criteria for this bank are to be estabished.

Management Systems and Services

LAB/P-PU-065

Access Request Data Bank

Description: This bank contains access request forms sent by individuals, the replies to such requests, and information related to their processing.

Class of Individuals: Canadian residents.

Purpose: The purpose of this bank is to maintain a record on the number of access requests received annually under the *Privacy Act* and the *Access to Information Act*.

Consistent Uses: This bank is used for processing access requests under the *Privacy Act* and *Access to Information Act*, and to report on the number of requests received annually.

Retention and Disposal Standards: Two years after all action is completed, after which the records are destroyed.

PAC# = 78-001

TBS Registration Number: 000456

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address below or to the regional offices listed under Access Procedures in this chapter.

Headquarters

Privacy Co-ordinator
Director
Data and Documentation Management
Labour Canada
10th Floor, Phase 11
Place du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0J2)
(819) 997-3908

CENTRAL BANKS

Please forward requests for access to these banks to the appropriate regional office.

LAB/P-CE-701

Government Employees Compensation Records

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid.

Class of Individuals: Federal and Crown corporation employees. Proof of identification may be required before access is granted.

Purpose: The purpose of this bank is to record all claims for compensation under the *Government Employees Compensation Act*.

Consistent Uses: The files are used to establish validity of claims and to determine workers' compensation entitlement.

Retention and Disposal Standards: Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years.

PAC# = 69-089, Amend. 1

TBS Registration Number: 000457

LAB/P-CE-702

Interdepartmental Developmental Secondment Program (New)

Description: This bank contains information in three separate areas. The first section, the Candidate Inventory, contains personal information such as education, work history, performance appraisals, career aspirations, and requests for development on each employee who has applied for a secondment. This information was collected from application forms, résumés, and performance appraisal forms submitted by the employee. The second section contains descriptions of assignments proposed for secondment purposes by managers in departments participating in the Interdepartmental Developmental Secondment Program. The third section contains information about the mandate of the Interdepartmental Departmental Secondment Program including the correspondence initiating the program, the guidelines for the program, evaluations of the program and of each individual secondment assignment, copies of each secondment agreement, and publicity materials prepared to promote the program.

Class of Individuals: Employees of departments participating in the Interdepartmental Developmental Secondment Program.

Purpose: This bank contains information for employees and managers of departments participating in the Interdepartmental Developmental Secondment Program. Files from the Candidate Inventory are matched against assignment proposals received from managers. Statistical and subjective data are collected to evaluate the success of the program.

Consistent Uses: The data is used to facilitate placing of employees on secondment assignments for developmental purposes.

Retention and Disposal Standards: Records are retained for three years after loan or exchange of personnel ceases.

PAC# = 86-001

TBS Registration Number: 002185

STANDARD BANKS

The following banks are located at headquarters and in the regions.

LAB/P-SE-901

Employee Personnel Record

See Standard Bank Descriptions (Section II).

PAC# = 85-001

TBS Registration Number: 000458

LAB/P-SE-902

Staffing

See Standard Bank Descriptions (Section II).

PAC# = 85-001

TBS Registration Number: 000459

LAB/P-SE-903

Attendance and Leave

See Standard Bank Descriptions (Section II).

PAC# = 85-001

TBS Registration Number: 000460

LAB/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000461

LAB/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000462

LAB/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000463

LAB/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000464

LAB/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000465

LAB/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000466

LAB/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000467

LAB/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000468

LAB/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000469

LAB/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000470

LAB/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000471

LAB/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000472

LAB/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000473

LAB/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000474

DEPARTMENT OF NATIONAL DEFENCE

Chapter 47

DEPARTMENT OF NATIONAL DEFENCE

Background

The Minister of National Defence has the control and management of the Canadian Forces and all matters relating to National Defence establishments and works for the defence of Canada. The Canadian Forces, besides forming part of National Defence Headquarters, are organized into seven major functional commands and one command with regional responsibilities. The Department is responsible for the administration of the *Canadian Forces Superannuation Act*, the *Defence Services Pensions Continuation Act*, the *National Defence Act*, and the *Visiting Forces Act*.

Access Procedures

All requests for access to the following banks should be mailed to National Defence Headquarters at the address given below:

Privacy Co-ordinator
National Defence Headquarters
Ottawa, Canada
K1A 0K2

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Judge Advocate General

DND/P-PU-005
Accidents — Mobile Equipment
Description: This bank contains liability data and settlements and covers civilian, military personnel and the public. Records are accessible by providing full name, social insurance number, date of accident, the Canadian Forces Registration number of National Defence vehicle and date claim settled.
Class of Individuals: Civilian employees, military personnel and the public.
Purpose: The purpose of this bank is to document claims by or against the Crown as the result of motor vehicle traffic accidents involving National Defence vehicles.
Retention and Disposal Standards: Records are retained for the following periods: Claims under $100 — one calendar year after final action; claims under $1,000 — two calendar years after final action; claims over $1,000 — seven calendar years after final action; and unsettled claims one year after statutory limitation becomes effective. Records are transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/JAG-005
TBS Registration Number: 000162

DND/P-PU-010
Claims — Property Damage
Description: This bank contains addresses, nature of claim, settlement transaction, etc. for civilian and military personnel registering claims. Records are accessible by providing full name, social insurance number and year of claim.
Class of Individuals: Civilian and military personnel, the general public.
Purpose: The purpose of this bank is to document settlements against the Crown pertaining to property damages.
Retention and Disposal Standards: Records are retained for two calendar years after the settlement of claims under $1,000, for seven years after the settlement of claims over $1,000 and, in the cases of unsettled claims, for one year after statutory limitation becomes effective. Files are then transferred to National Personnel Record Centre, National Archives of Canada, where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/JAG-010
TBS Registration Number: 000163

DND/P-PU-015
Claims — Bodily Injuries
Description: This bank contains names, addresses, nature of claim, medical records, opinions, etc. for civilian and military personnel and the general public who have registered claims for bodily injury; also names, addresses, nature of claim, opinions, etc. for civilian and military personnel who were driving National Defence vehicles at a time when they were involved in incidents giving rise to litigation, requiring their representation by legal counsel in court. Records are accessible by providing full name, social insurance number and year of claim.
Class of Individuals: Civilian employees of National Defence, military personnel and the general public.
Purpose: The purpose of this bank is to document settlements pertaining to claims against the Crown for bodily injuries and requests for provision of legal counsel at public expense for drivers of National Defence vehicles when involved in criminal or civil litigation.
Retention and Disposal Standards: Records are retained for five calendar years after settlement of claims and one year after statutory limitation becomes effective in the case of unsettled claims. Records are then transferred to National Personnel Record Centre, National Archives of Canada, where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/JAG-010
TBS Registration Number: 000164

DND/P-PU-020
Claims — NATO Forces in Canada
Description: This bank contains names, addresses, nature of claim, settlement transactions, etc. for civilian and military personnel and the general public registering claims for property and personal damages. Records are accessible by providing full name, place and year of claim.
Class of Individuals: Civilian employees of National Defence, military personnel and the general public.
Purpose: The purpose of this bank is to document claims against the Crown arising out of incidents involving forces of North Atlantic Treaty Organization countries in Canada.
Retention and Disposal Standards: Records are destroyed after the following periods: Claims under $1,000, two calendar years after final action; claims over $1,000, six calendar years after final action; unsettled claims, one year after statutory limitation becomes effective.
PAC# = 69-014
Related to COR: DND/JAG-010
TBS Registration Number: 000165

Director General Recruiting, Education and Training

DND/P-PU-025
Enrolment Bank — Applicants
Description: This bank contains all enrolment applications, documentation, personal and education histories, results of aptitude and military occupation tests, records of acceptance or rejection decisions, and may contain copies of the Combat Related Employment of Women (CREW) Trial survey. Files cover approximately 50,000 applicants annually. Records are accessible by providing full name, social insurance number, the year of the

application, geographical location of the Recruiting Centre and any specific tests such as Aircrew selection tests (if applicable).
Class of Individuals: Applicants for enrolment in the Canadian Forces.
Purpose: The purpose of this bank is to maintain for administrative and statistical purposes, a record of all applicants for a service career.
Consistent Uses: Test results and CREW survey statistics are provided to data bank DND/P-PE-815, and documentation concerning successful applicants is transferred to the appropriate Particular Employee (PE) bank.
Retention and Disposal Standards: Records concerning unsuccessful applicants are destroyed after two calendar years.
PAC# = 69-014
Related to COR: DND/RET-375
TBS Registration Number: 000166

Director General Personnel Co-ordination

DND/P-PU-030
Privacy
Description: Records in the bank consist of access request and correction request forms submitted by individuals requesting access to and correction or notation of their files, the replies to such requests and information related to their processing. Records are used for processing such requests only, and to report on the number of requests received annually. Records are accessible by providing full name, social insurance number, year of request and Personal Information Bank number.
Class of Individuals: Civilian employees of National Defence, military personnel and the general public.
Purpose: This bank provides a complete record of request activity pertaining to the *Privacy Act*.
Retention and Disposal Standards: Files are destroyed after two calendar years.
PAC# = 69-014
Related to COR: DND/PCA-610
TBS Registration Number: 000167

DND/P-PU-035
Canadian Human Rights Act — Discrimination
Description: This bank contains individual complaints and inquiries lodged under the provisions of the *Canadian Human Rights Act* — Part III. Records in this bank contain details of complaints including the results of both departmental and Canadian Human Rights Commission investigations, case analyses, conciliation reports and judicial processes. Records are retrievable by providing full name, year of complaint and the proscribed ground under which the complaint was made.
Class of Individuals: Civilian employees of National Defence, military personnel and the general public.
Purpose: Records are used for processing of complaints to determine liability and, where necessary, for review and amendment of departmental policies and practices. They are also utilized for the compilation of statistical data.
Retention and Disposal Standards: Records are retained for 10 years after last administrative action. Records are then destroyed.
PAC# = 69-014
Related to COR: DND/PCA-605
TBS Registration Number: 000168

Communications Security Establishment

DND/P-PU-040
Security and Intelligence Information Files
Description: This bank contains information concerning individuals identified as potential risks to national security. It also contains personal information relating to sensitive aspects of Canada's international relations and defence. This bank is designated by the Governor-in-Council as an exempt bank pursuant to section 18(1) of the *Privacy Act*, on the basis of section 21 of the Act.
Class of Individuals: General public.
Purpose: This information is used to advise the government with respect to international affairs, security and defence.
Retention and Disposal Standards: Information in this bank will be held indefinitely.
Exempt: Yes
Related to COR: DND/MIS-080
TBS Registration Number: 002052

Research and Development Branch

DND/P-PU-045
Ergonomists Information Bank
Description: This bank reflects not only the ergonomic resources available but also the skills and specific experience applicable to the persons listed in the bank. Records are accessible by providing full name and address.
Class of Individuals: Professional ergonomists.
Purpose: The purpose of this bank is to maintain a record of professional ergonomists (human factor engineers) offering their services in Canada as contractors and subcontractors. The bank is used to aid National Defence in contracting and subcontracting ergonomic expertise and also indicates those areas where expertise is lacking thus indicating where appropriate training and education might be arranged.
Retention and Disposal Standards: Computer records have been removed and archived. A printed report of the survey results is maintained and amended, as required. The record will be destroyed two years after the last administrative use.
PAC# = 69-014
Related to COR: DND/RDB-725
TBS Registration Number: 000169

National Search and Rescue Secretariat

DND/P-PU-050
Search and Rescue Information System (SARIS)
Description: This bank contains operational and technical details pertaining to all national search and rescue incidents handled by the Rescue Co-ordination Centres since 1975. Also included is personal data such as names, addresses, technical qualifications, flying or boating experience, vehicle ownership details, etc. Records are accessible by providing name, date and location of incident, vehicle or licence registration (if applicable).
Class of Individuals: Members of the general public who were the objects of a search.
Purpose: The purpose of the SARIS is to provide Canadian Search and Rescue authorities with a management tool to assist in the identification and allocation of the required Search and Rescue resources for the conduct of Search and Rescue responsibilities in Canada by the National Search and Rescue Secretariat (NSS).
Retention and Disposal Standards: Data are collected daily from each Rescue Co-ordination Centre and retained indefinitely at the NSS, Ottawa for statistical purposes.
PAC# = 69-014
Related to COR: DND/ADO-275
TBS Registration Number: 000224

DEPARTMENT OF NATIONAL DEFENCE

Military Intelligence and Security Branch

DND/P-PU-055

Reliability/Security Investigation File

Description: This bank contains personal data, such as criminal records, security analyses, investigative reports, credit check reports, related correspondence, notations of the level of security clearance and reliability check granted, and Security Clearance Review Board documentation. Reliability check records apply to pre-employment/ employment with the DND and the private sector working under federal government contracts for the DND. This bank contains personal information about the individual, his or her immediate family, the names and comments of past employers, the names and comments of character references, and possibly the names and activities of associates with whom the individual would have contact. Personal information is held on individuals who are or have been the subject of security screening procedures in relation to employment with the DND or the private sector working under federal government contracts for the DND, when access to classified information is a requirement. This information has been obtained to support decisions taken in determining the suitability for a security clearance when an individual will require access to classified information. The reliability clearance is required to assess the honesty, trustworthiness and discretion of an individual when given access to sensitive information or government assets; or access to cash, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Records are filed by social insurance number of the individual.

Class of Individuals: Members of the general public and some members of other government departments who have applied for a pre-employment/employment security clearance or reliability check such as contractors for the Department of National Defence. By virtue of the clearance process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check.

Purpose: The purpose of this bank is to maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material and to assess reliability as a condition of employment and for permitting access to sensitive or valuable assets.

Consistent Uses: The information in this bank may be used in matters which, on reasonable grounds, may be suspected of constituting threats to the security of Canada or the Department; information may also be used in other lawful investigations.

Retention and Disposal Standards: Records are retained until the individual reaches the age of 67 and, provided there has been no activity in the last two years, destroyed.

Related to COR: DND/MIS-085

TBS Registration Number: 001967

DND/P-PU-060

Intelligence and Security Records

Description: This bank contains information on individuals and organizations whose activities may have been suspected, on reasonable grounds, of constituting a threat to DND personnel, information or material, at home or abroad. Such activities include espionage, sabotage, subversion and terrorism. This bank also contains information on organizations and individuals whose activities may be detrimental to the interests of Canada and may result in a request to DND for Aid of the Civil Power. Records are accessible by providing specific identifiers, such as dates, organizations, events and geographical areas or locations, along with name, initials and social insurance number.

Class of Individuals: Individuals suspected of, or involved in espionage, sabotage, subversion and terrorist activities in Canada and abroad that may have DND security implications.

Purpose: The information in this bank is used for the following reasons: to assess the threat posed to DND security by organizations or individuals engaged in espionage, sabotage, subversions or terrorism; to brief departmental authorities on situations that may result in a request for aid of the Civil Power; to develop policy and provide advice in relation to provisions of the *National Defence Act*, *Queen's Regulations and Orders*, *Official Secrets Act* and the *Criminal Code of Canada*, respecting activities by individuals or groups that constitute a threat to DND personnel, information or material; and formulate plans or other measures to counter, or respond to, threats to the security of this department during periods of peace and war.

Consistent Uses: Information may be disclosed: to the Canadian Security Intelligence Service (CSIS) for use in the investigation or assessment of the threat to Canada as defined in section 2 of the *CSIS Act*; to the Attorney General and the appropriate police officials for the investigation or prosecution of an alleged contravention of the law; and to the Security Intelligence Review Committee.

Retention and Disposal Standards: The records in this bank are destroyed after fifty calendar years, however, they may be retained for a longer period if judged to be of archival value or deemed to be of historical value to the Department of National Defence.

Related to COR: DND/MIS-085

TBS Registration Number: 001968

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all requests for formal access to:

Privacy Co-ordinator
National Defence Headquarters
Ottawa, Ontario
K1A 0K2

PARTICULAR BANKS

DND/P-PE-801

National Defence Fingerprint File

Description: The following information is held on former and current members of the Canadian Forces and former and current civilian employees of the Department: fingerprints, social insurance number, name, signature, sex, date and place of birth, colour of hair and eyes, height, weight, complexion, date and place of fingerprinting as well as dates of all previous employment with the Canadian Forces, RCMP or public service. Records are accessible by providing name, social insurance number and, as proof of identity one rolled fingerprint done in black ink by an individual trained in taking fingerprints. (If this is impossible, the print must be black, and show the ridges clearly with no smudges).

Class of Individuals: Former and current members of the Canadian Forces; former and current civilian employees of National Defence.

Purpose: This bank of information is maintained for verification of identity purposes. It may also be used by the Department for security and reliability screening of employees.

Retention and Disposal Standards: Records are retained by the Department until the individual reaches age 90 and are then destroyed or are held for permanent retention if judged to be of historic value.

PAC# = 69-014

TBS Registration Number: 000170

DND/P-PE-802

Non-Public Fund (NPF) Personnel Index Card

Description: This bank contains employee's social insurance number, name, sex, date of birth, marital status, unit of employment, salary, date of employment, and Non-Public Fund benefit plans applicable. Files are restricted to permanent employees of Non-Public Fund Operations, by unit of employment. Records are accessible by providing full name and date of birth.

Class of Individuals: Non-Public Fund permanent employees.

Purpose: Records are used to store information submitted for administration of group insurance and pension plan, as well as for statistical purposes.

Consistent Uses: Pursuant to the *Canada Pension Plan Act*, documentation to support pension deductions and entitlements, including the social insurance number, is provided to the Department of National Revenue (Taxation).

Retention and Disposal Standards: Records are retained only for statistical purposes and destroyed three calendar years after termination of employment, except for employees who have vested or deferred pension rights.

PAC# = 69-014

Related to COR: DND/PSB-385

TBS Registration Number: 000171

DND/P-PE-803

Non-Public Fund Employees Employed at Canadian Forces Bases and Stations

Description: This bank contains applications for employment, leave forms, record of pay adjustments, employee evaluation reports, employee questionnaire (including social insurance number, name, occupation, salary, marital status, sex, date of birth and date of employment) and correspondence concerning the employee's career. Records are accessible by providing full name, date of birth, period of employment and location of employment.

Class of Individuals: Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services.

Purpose: The purpose of this bank is to maintain a record of correspondence relating to the career of Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. The file is used to review action taken with regard to an employee and to determine an employee's suitability for promotion, transfer or retention.

Consistent Uses: Pursuant to the *Income Tax Act, Unemployment Insurance Act*, and *Canada Pension Plan Act*, documentation to support pay deductions, including the social insurance number, is provided to the Department of National Revenue (Taxation).

Retention and Disposal Standards: Files are destroyed two calendar years after termination of employment.

PAC# = 69-014

Related to COR: DND/PSB-385

TBS Registration Number: 000172

DND/P-PE-804

Non-Public Fund Employees of the Canadian Forces — Personnel Applicant and Benefit Programs File

Description: This bank contains employment applications and correspondence regarding executive and managerial positions, complaints from personnel, replies and queries from employees, and replies concerning benefit programs or working conditions. The individuals concerned are Non-Public Fund employees of the Department. Records are accessible by providing full name; date of birth; periods of employment; and subject, date and file number (if known) of the initial application or correspondence.

Class of Individuals: Non-Public Fund employees.

Purpose: This file is used for the administration of Non-Public Fund employees.

Retention and Disposal Standards: Records are destroyed after five calendar years.

PAC# = 69-014

Related to COR: DND/PSB-385

TBS Registration Number: 000173

DND/P-PE-806

Military Personnel Information System (Automated)

Description: This bank includes the military subsystems of the Integrated Personnel Data System (IPDS), entitled Military Personnel Information System (MPIS), the Reserve Force Management Information System (RFMIS), the Financial Information System (FIS), and the Furniture and Effects Management Information System (FEMIS). These contain: name, rank, social insurance number, sex, date and place of birth, security clearance, religious denomination, marital status, dependants, medical category, military occupation, educational level, language, rank and occupational qualifications, duty location, engagement plan, service history for current and former members of the Regular Force. Additionally, the release address of former Regular Force members or current home address of Supplementary Reserve members is included. Similar but fewer data elements are maintained for all former and current Reserve Force members. Serving Regular Force personnel receive individually, on a scheduled basis, a bilingual Personnel Record Resumé (PRR), showing a resumé of the data held on them. Records of members released from the Canadian Forces are not subject to amendments. Records are retrievable by social insurance number.

Class of Individuals: Former and current members of the Canadian Forces (Regular and Reserve).

Purpose: The purpose of this automated data bank is to provide and verify information for those engaged in the management or administration of Canadian Forces personnel, at all levels of the Department including the FIS and FEMIS.

Consistent Uses: The information in this bank is used to update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay System (CCPS) (DND/P-PE-858) to ensure that the pay and personnel systems agree regarding common data.

Retention and Disposal Standards: Records are retained indefinitely.

PAC# = 69-014

Related to COR: DND/CPS-625

TBS Registration Number: 000175

DND/P-PE-807

Chaplain Service

Description: This bank contains the records of Chaplains in the Canadian Forces as well as correspondence on subjects of interest and concern to them. Records are accessible by providing full name, social insurance number, rank and denomination.

Class of Individuals: Chaplains in the Canadian Forces.

Purpose: It is used as a guide to actions affecting Chaplains and their work.

Retention and Disposal Standards: Records are destroyed after three years.

PAC# = 69-014

Related to COR: DND/CGP-470; DND/CRC-485

TBS Registration Number: 000176

DND/P-PE-808

Insurance — Service Income Security Insurance Plan (SISIP)

Description: This bank contains all approved applications for the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP). The master policy is held by Maritime Life Assurance Company. The bank also contains Canadian

Forces death notifications, and life claim forms submitted by claimants. Records are accessible by providing full name, social insurance number, date of birth, rank, and Military Occupation Code (MOC).

Class of Individuals: Current and former members of the Canadian Forces.

Purpose: The purpose of this bank is to maintain a file of past and present Canadian Forces personnel who have applied for and have been accepted for SSIP and GOIP coverage as well as to maintain a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the Canadian Forces who are SISIP participants.

Retention and Disposal Standards: Records are destroyed seven calendar years after death or cancellation of coverage.

PAC# = 69-014

Related to COR: DND/CBD-450

TBS Registration Number: 000177

DND/P-PE-809

Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada

Description: This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by the dependant's name and date of birth, name of serving member, relationship to the serving member and the serving member's full name, social insurance number, rank and Military Occupation Code.

Class of Individuals: Dependants of members and members of the Canadian Forces.

Purpose: The purpose of this bank is to maintain a record of designation of additional Canadian Forces dependants outside of Canada for hospital and medical coverage.

Retention and Disposal Standards: Records are destroyed after two calendar years.

PAC# = 69-014

Related to COR: DND/CBD-450

TBS Registration Number: 000178

DND/P-PE-810

Medical Records

Description: This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical treatment, including those at Canadian Forces Hospitals. In certain designated areas, isolated and semi-isolated units, the bank may contain records of medical treatment for dependants of serving members. The data may include medical histories, special medical examinations, tests, comments and opinions. Records are accessible by providing full name, social insurance number, rank, date of birth, Military Occupation Code, and Canadian Forces Hospital with dates of admission and discharge (if applicable). Dependant medical records are identified by the dependant's name, name of serving member, relationship to the serving member and the serving member's social insurance number.

Class of Individuals: Members of the Canadian Forces and dependants of serving members.

Purpose: The records serve as a reference source for medical treatment and career medical/administrative decisions.

Retention and Disposal Standards: One year after a member's release from the Canadian Forces, records are transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC/P-CE-717.

PAC# = 69-014

Related to COR: DND/SGB-490

TBS Registration Number: 000179

DND/P-PE-811

Dental Records

Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the Canadian Forces and records of active dental treatment. The data include dental and medical histories, special dental and medical examinations, tests, comments and opinions. During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. Records are accessible by providing full name, date of birth, social insurance number, rank, Military Occupation Code.

Class of Individuals: Members of the Canadian Forces.

Purpose: The dental records are used for ongoing planning and provision of required dental treatment throughout an individual's career. They may also be used for forensic identification during and following service in the Canadian Forces.

Retention and Disposal Standards: One year after member's release from the Canadian Forces, records are transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC/P-CE-717.

PAC# = 69-014

Related to COR: DND/DSD-510

TBS Registration Number: 000180

DND/P-PE-812

Social Work Services

Description: This bank records professional social work information on clients seen by social work officers. Any military person, including members of his/her family receiving social work assistance, is identified in the bank which is accessible by providing member's full name, social insurance number, rank, Military Occupation Code, place and date of interview(s), and interviewer (if possible).

Class of Individuals: Members of the Canadian Forces and members of their immediate families.

Purpose: Information in the bank is used to assist the social work officer in professional treatment and case management.

Retention and Disposal Standards: Files are destroyed five calendar years after the case is closed.

PAC# = 69-014

Related to COR: DND/PSB-405

TBS Registration Number: 000181

DND/P-PE-814

Career Medical Review Board

Description: This bank contains the member's medical category, recommendations of military medical authorities, Command Surgeon, Director Postings and Careers, Personnel Selection Officer's Report (in some cases), a medical statement prepared by the Surgeon General's staff and Board decisions. Individuals identified are disabled or unfit to perform their duties. It also includes data on members who are fit to perform their duties with and without restrictions. Records are accessible by providing full name, social insurance number, rank and Military Occupation Code, and the year of the Board.

Class of Individuals: Members of the Canadian Forces and members of the Reserve Force on Class "C" service in the rank of Major and below.

Purpose: The purpose of this file is to record the decisions made by Career Medical Review Boards convened to decide the disposition of serving members of the Regular Force and of the Reserve Force on Class "C" Reserve Service whose medical category is below the standard required for employment in their military classification.

Retention and Disposal Standards: Files are held for statistical purposes for five calendar years and then destroyed.

PAC# = 69-014

Releted to COR: DND/CSA-520

TBS Registration Number: 000183

DND/P-PE-815
Canadian Forces Personnel Applied Research Information Data Bank
Description: This automated data bank contains data on recruiting, selection (including Aircrew Selection tests), training, employment in the Canadian Forces and the new Combat Related Employment of Women (CREW) Trial survey. The information is demographic and biographic, concerning military occupations, assessment and employment. Records are retrievable by social insurance number and old service number (if applicable).
Class of Individuals: Applicants to the Canadian Forces and serving and former members of the Canadian Forces.
Purpose: This automated data bank serves as a guide in personnel research.
Retention and Disposal Standards: Records are destroyed after 25 years.
PAC# = 69-014
Related to COR: DND/PDB-360
TBS Registration Number: 000184

DND/P-PE-821
Canadian Forces Command and Senior Staff Appointments — Review Boards
Description: This bank contains results of Boards convened to consider the appointments of senior officers. Board reports may include lists of officers selected and alternates plus proceedings, observations and findings. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and particulars of the board such as, year, location, name of the staff college or Command positions concerned.
Class of Individuals: Canadian Forces officers.
Purpose: The purpose of this bank is to record the findings of Review Boards convened to determine suitable officers to attend Command and Staff Colleges and for appointment to Command positions within the Canadian Forces.
Retention and Disposal Standards: Records are retained for two years for statistical purposes, and then destroyed.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 000190

DND/P-PE-823
Military Honours and Awards
Description: This bank contains records pertaining to military honours and awards and certain limited military ceremonies, ceremonies concerning ships, buildings, royalty, Governor General, freedom of cities, and related activities such as unit commemorative events. Records are accessible by providing full name, social insurance number, date of birth, rank and Military Occupation Code, date and event concerned.
Class of Individuals: Members of the Canadian Forces and civilian employees of National Defence.
Purpose: The purpose of this bank is to establish and maintain a record of honours and awards accorded to members of the Canadian Forces and of certain limited Department of National Defence ceremonial activities, primarily of a military nature
Retention and Disposal Standards: Records are retained for five calendar years and then transferred to National Archives of Canada where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/DOC-420; DND/DOC-445
TBS Registration Number: 000192

DND/P-PE-825
Suggestion Award Program
Description: This bank contains rules and regulations governing the Suggestion Award Program, documents on the administration of suggestions, personal information from individuals and statistical data. Records are accessible by providing full name, social insurance number, originating Command or Base Suggestion Award Committee, file number or subject of suggestion, and date of suggestion and/or award.
Class of Individuals: Military personnel and civilian employees of National Defence.
Purpose: The purpose and use of this bank is to govern and control the National Defence Suggestion Award Program.
Consistent Uses: Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the *Income Tax Act*.
Retention and Disposal Standards: Accepted suggestions which result in awards under $1,000 are destroyed after three calendar years and suggestions which result in awards of over $1,000 are destroyed after five calendar years. Rejected suggestions are destroyed after three calendar years.
PAC# = 69-014
Related to COR: DND/ESD-045
TBS Registration Number: 000194

DND/P-PE-826
Merit Award Program
Description: This bank contains rules and regulations governing the Merit Award Program, personal data of nominees, minutes of meetings, statistics and employee employment records. Records are accessible by providing full name, social insurance number, date of birth, rank, Military Occupation Code and date of nomination and/or award.
Class of Individuals: Military personnel and civilian employees of National Defence.
Purpose: The purpose of this bank is to administer the Department of National Defence Merit Award Program. The bank is used to process Merit Award nominations for consideration by the Department of National Defence Merit Award Committee.
Consistent Uses: Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the *Income Tax Act*.
Retention and Disposal Standards: Records are destroyed after three calendar years.
PAC# = 69-014
Related to COR: DND/ESD-045
TBS Registration Number: 000195

DND/P-PE-827
Information Services
Description: This bank contains biographical information on senior military and civilian officials within the Department of National Defence. Records are accessible by providing full name, social insurance number, date of birth, rank, and Military Occupation Code.
Class of Individuals: Senior military and civilian officials of the Department of National Defence.
Purpose: Information was compiled and obtained for internal and external use by Public Affairs Officers in the performance of their duties.
Retention and Disposal Standards: Records are held until retirement and are then placed in DND/P-PE-837.
PAC# = 69-014
Related to COR: DND/ISD-065
TBS Registration Number: 000196

DND/P-PE-828
General Administration and Management
Description: The bank contains comments on Department of National Defence general administrative proposals, studies and decisions taken

thereon for members of the Canadian Forces and civilian employees. Records are accessible by providing full name, social insurance number, date of birth, rank and Military Occupation Code.
Class of Individuals: Members of the Canadian Forces and civilian employees of the Department of National Defence.
Purpose: The purpose and use of this bank is to maintain correspondence pertaining to general administration.
Retention and Disposal Standards: Records are destroyed after five calendar years.
PAC# = 69-014
Related to COR: DND/ESD-055
TBS Registration Number: 000197

DND/P-PE-830

Minutes of Proceedings of Court Martial

Description: The minutes of proceedings of a court martial are prepared pursuant to section 174 of the *National Defence Act*, and are a verbatim record of all testimonies, pleadings, decisions, findings and sentence of a court martial, including all exhibits in the form of documents. Records are accessible by providing year of court martial, full name, social insurance number, rank, and Military Occupation Code.
Class of Individuals: Members of the Canadian Forces, its civilian component serving abroad, and their dependants.
Purpose: These records are kept for purposes of appeal to the Court Martial Appeal Court and the Supreme Court of Canada and for administrative purposes, including appeals to the severity of the sentence and review by the Judge Advocate General.
Retention and Disposal Standards: Records are destroyed after ten calendar years.
PAC# = 69-014
Related to COR: DND/JAG-035
TBS Registration Number: 000199

DND/P-PE-831

Military Personnel — Grievance File

Description: This bank constitutes a record of applications for redress of grievances submitted and the decisions made in respect of those grievances. Records are filed in accordance with social insurance number, name, rank, Military Occupation Code and year of grievance.
Class of Individuals: Members of the Canadian Forces.
Purpose: The purpose of this bank is to record applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the *National Defence Act* and also to record the decision made in respect of those grievances.
Retention and Disposal Standards: The files are destroyed five years after last administrative action.
PAC# = 69-014
TBS Registration Number: 000200

DND/P-PE-832

Boards of Inquiry/Summary Investigations

Description: The bank contains a record of the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are filed by incident and location; and are accessible by providing social insurance number, name, rank, Military Occupation Code, and type and year of incident.
Class of Individuals: Members of the Canadian Forces.
Purpose: This bank is a record of investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate any matter connected with the government, discipline, administration or functions of the Canadian Forces, or any command, formation, base or other unit or element thereof, or of any matter affecting any member of the Canadian Forces. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken.
Retention and Disposal Standards: The files are retained for three calendar years. Injury investigations are held until the members are released from the Canadian Forces and are then transferred to the National Personal Records Centre, National Archives of Canada. Death investigations are held until all necessary administrative action has been completed and they are then transferred to the National Personal Records Centre. Records are placed in data bank PAC/P-CE-716 or PAC/P-CE-717.
PAC# = 69-014
TBS Registration Number: 000201

DND/P-PE-834

Personnel Security Investigation File

Description: This bank contains personal data, such as criminal records, security analyses, investigative reports, credit check reports, related correspondence, notations of the level of security clearance and reliability check granted, and Security Clearance Review Board documentation. Reliability check records apply to employment with the DND. This bank contains personal information about the individual, his or her immediate family, the names and comments of past employers, the names and comments of character references, and possibly the names and activities of associates with whom the individual would have contact. Personal information is held on individuals who are or have been the subject of security screening procedures in relation to employment with the DND, when access to classified information is a requirement. This information has been obtained to support decisions taken in determining the suitability for a security clearance when an individual will require access to classified information. The reliability clearance is required to assess the honesty, trustworthiness and discretion of an individual when given access to sensitive information or government assets; or access to cash, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their request. Records are filed by the social insurance number of the individual.
Class of Individuals: Current and former members of the Canadian Forces and civilian employees of the Department of National Defence. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check.
Purpose: The purpose of this bank is to maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material. The information is also used to assess reliability as a condition of employment and for permitting access to sensitive or valuable assets, or hazardous or dangerous material; or for responsibility for the well-being of persons or control of personnel.
Consistent Uses: The information in this bank may be used in matters which may, on reasonable grounds, be suspected of constituting threats to the security of Canada or the Department; information may also be used in other lawful investigations.
Retention and Disposal Standards: Records are retained until the individual reaches the age of 67 and, if dormant for the last two years, they are then destroyed.
PAC# = 69-014
TBS Registration Number: 001782

DND/P-PE-835

Military Police Investigation Case Files

Description: This bank contains personal information on individuals who have been involved in an incident, including criminal or security offences investigated by the Military Police. The Military Police reports generally contain personal information relevant only to the individual(s) who is/are the subject(s) of the report. This bank also records the findings of authorized investigations. The bank consists of investigation and occurrence reports, written statements, record books, documentary exhibits, photographs, index cards, lists of evidence, telegrams containing investigative information, civil and military court documents and related correspondence. Persons are identified by social insurance number, name and initials; and the report in which they are mentioned is identified by the assigned file index number for the investigation, the type of incident or offence and the date of its occurrence. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. Records are accessible by providing full name, social insurance number, type of incident or offence, location and date.

Class of Individuals: Members of the Canadian Forces and civilian employees of National Defence.

Purpose: This information is used by departmental authorities for personnel administration, disciplinary measures, and for security and reliability screening, postings, continued service, appeals, civil actions, criminal actions, investigations, suppression of crime, eligibility for medical treatment, pensions, and criminal injuries compensation. It is also used for research, planning, evaluation and statistical purposes.

Consistent Uses: some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

Retention and Disposal Standards: The records in this bank are destroyed after 35 calendar years, however, they may be retained for a longer period if judged to be of archival value or if deemed to be of historical value to the Department of National Defence.
PAC# = 69-014

Exempt: Steps to revoke exempt status have been initiated.

Related to COR: DND/MIS-085

TBS Registration Number: 000203

DND/P-PE-836

Unit Military Personnel Bank

Description: This bank contains enrolment documents, birth certificates, marriage certificates, separation agreements, divorce orders (nisi and absolute), course reports, conduct sheets, general employment information, Statements of Ordinary Residence, Physical Fitness Evaluation Envelopes, and documentation concerning compulsory payments. Records which have not been superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. Records are accessible by providing full name, social insurance number, rank, and Military Occupation Code.

Class of Individuals: Members of the Canadian Forces (Regular and Reserve).

Purpose: The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release.

Consistent Uses: Pursuant to the *Canada Elections Act*, lists of Canadian Forces electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election.

Retention and Disposal Standards: One year after a member's release from the Canadian Forces records are transferred to the Personnel Records Centre (PRC), National Archives of Canada. Reserve force records are transferred to PRC three years after release. Records are placed in data bank PAC/P-CE-716.
PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000204

DND/P-PE-837

Career Manager Personal File (CMPF)

Description: This bank contains copies of correspondence and documents relating to an individual's career, for example: enrolment; previous service; career résumé; educational certificates/reports of academic achievements; language proficiency data; letters of reference; course joining instructions; consent to serve forms; current statements of service; posting/temporary duty messages; promotion; re-engagement (and career development plans); decorations; remuster; leave preference at compulsory retirement age; retirement option; notice of intended release; release instructions and personal enquiries; medical documentation such as Career Medical Review Board referral forms/disposition slips; reports of injuries; and Change of Medical Category form CF 2088; documentation regarding security/Personnel Reliability Program (PRP) clearance; Counselling and Probation; Conduct Sheets; Civil Convictions (except those for which pardons have been granted); results of court martial; requests for special consideration; Personnel Selection Office, reports; Regional Social Work Officer reports; and requests for compassionate posting. Combat Arms Military Occupations may have additional documentation such as Statements of Understanding; regimental rebadging; Land Operations Trade Reassignment Program (LOTRP) applications and approvals; Delegated Authority; promotion recommendations and approvals; and Screenings for Overseas duty and/or Instructional/Recruiting duty; uniform selection; regimental affiliation (if applicable); Naval Home Port Division affiliation (if applicable); Career Board decisions and recommendations. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and date of release, if applicable.

Class of Individuals: Members of the Regular and Class C Reserve components of the Canadian Forces.

Purpose: The purpose of this bank is to maintain a record of significant information regarding the service of members from enrolment to retirement. The CMPF is used by Career Managers in personnel career planning.

Retention and Disposal Standards: Records are deposited with National Archives of Canada, Personnel Record Centre one year after an individual ceases to be a serving member of the Canadian Forces. They are placed in data bank PAC/P-CE-718.

Related to COR: DND/CSA-520

TBS Registration Number: 000205

DND/P-PE-838

Performance Evaluation Report File

Description: This bank contains Performance Evaluation Reports, course reports and, if applicable, biographical sketches, photographs, records of flying time, and letters of recommendation and awards. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code and date of release if applicable.

Class of Individuals: Members of the Regular Force and members of the Reserve Force on Class C service.

Purpose: The purpose of this bank is to maintain a record of performance on the job. The bank is used to determine on a continuing basis the relative merit/suitability of members for promotion, training, retention, release, and other management administrative decisions.

Retention and Disposal Standards: Records are retained for one year after the individual's release and are then transferred to National Archives of Canada where they are placed in data bank PAC/P-CE-720.
PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000206

DND/P-PE-839

Corps/Squadron Cadet Personnel Files

Description: This bank contains form CF 1158 — Application for Membership in the Cadet Organizations, form CF 910 — Canadian Forces Statement of Medical Fitness Cadet Applicant, form CF 1364 — Sea/Army/Air Cadet Course Report, records of appointment, promotion, pay, training programs qualification courses and cruises. Records are accessible by providing full name, date of birth, social insurance number, Corps/Squadron number, title, location.

Class of Individuals: Members of the Royal Canadian Sea/Army/Air Cadets and the Canadian Cadet Organizations.

Purpose: The purpose of this bank is to maintain information on members of the Royal Canadian Sea/Army/Air Cadets of the Canadian Cadet Organization as defined in QR (Cadets), from enrolment through to release. The personnel file is used for career management of members.

Consistent Uses: Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the *Income Tax Act*.

Retention and Disposal Standards: Records are retained by Corps/Squadron for five years from date of release, and are then destroyed.

PAC# = 69-014

Related to COR: DND/RCS-340

TBS Registration Number: 000207

DND/P-PE-840

Officers Merit Board Listings

Description: The information contained in the Merit Board report includes a list of officers in order of merit and the following information pertaining to each officer: social insurance number; name; initials; score; engagement type; first official language; Military Occupation Code (MOC); years of service; current rank; current and previous seniority date; promotion zone entry date; non-effective strength date and remarks. Where applicable, the Merit Board Report also contains personal information in the form of findings and recommendations of the Board. Also contained in this bank are the Indefinite Period of Service (IPS) offers and acceptance or rejection (as applicable). Records are accessible by providing full name, social insurance number, rank for each year covered by the request including date of promotion to each rank; current MOC; previous MOC(s) (if applicable); date of MOC transfer (if applicable); commencement date of any period of extension of service (if applicable) and dates of release and re-enrolment (if applicable).

Class of Individuals: Officers in the Canadian Forces (Regular).

Purpose: The purpose of this bank is to record the personal information and the officers' merit listings resulting from the deliberations of Officer Merit Boards. These 25 Boards are convened annually to rate officers in order of merit as a result of assessing each officer's performance and potential. The personal information and merit listings are used to select officers for promotion to the next higher rank, for attendance on courses, to determine suitability for employment and to effect conversion of terms of service.

Retention and Disposal Standards: Records maintained since 1978 are used for the promotion year to which they apply and are then retained 10 years for statistical purposes and then destroyed.

PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000208

DND/P-PE-841

Non-Commissioned Members Merit Board Listings

Description: The information in this bank includes for each individual only: social insurance number; rank; surname and initials; Military Occupation Code; first official language; second language; seniority; enrolment; birth and release dates; sex (up to the year 1986 only); merit score; rank qualification and time in rank. Records are used for the promotion year to which they apply. Records are accessible by providing social insurance number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous Military Occupation Code(s) (if applicable), and year of promotion to current rank.

Class of Individuals: Regular Force Non-Commissioned Members of the ranks of Corporal to Master Warrant Officer, inclusive; rank of Chief Warrant Officer, up to the year 1986 only.

Purpose: The purpose of this bank is to record the Non-Commissioned Members merit listings resulting from the deliberations of the Non-Commissioned Members Merit Boards convened annually to rate Non-Commissioned Members based on merit as a result of assessing each individual on performance and potential. The merit listings are employed to select individuals for promotion to the next higher rank, attendance on courses, conversion of terms of service, specilaized training and employment.

Retention and Disposal Standards: Since 1979, the records are retained for 20 years for statistical purposes and then destroyed.

PAC# = 69-014

Related to COR: DND/CSA-520

TBS Registration Number: 000209

DND/P-PE-842

Personnel Files — Training

Description: The files contain personal particulars, records of performance during the course and records regarding personal behaviour and appearance. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code, course attended and school where course was taken.

Class of Individuals: Members of the Canadian Forces.

Purpose: The purpose of this bank is to maintain files on all personnel undergoing individual training at Canadian Forces Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students.

Retention and Disposal Standards: Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND/P-PE-838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at Canadian Forces Officer Candidate School, Chilliwack, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada where they are held for three years in data bank PAC/P-CE-716.

PAC# = 69-014

Related to COR: DND/RET-370

TBS Registration Number: 000210

DND/P-PE-843

Command and Staff Course Student Files

Description: The bank contains autobiographies; personal and administrative histories; assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; periodic overall performance assessments and a record of all formal interviews with the student. Records are accessible by providing social insurance number, rank and full name.

Class of Individuals: Officers of the Canadian Forces, visiting foreign and Allied Officers.

Purpose: The purpose of this bank is to maintain a temporary file record of the observed performance of Canadian Forces officers and visiting foreign and Allied officers who attend the yearly ten-month-long Command and staff course. The bank is used to provide documented justification for the content of each student's formal course assessment.

Retention and Disposal Standards: Records are destroyed after one year.

PAC# = 69-014

Related to COR: DND/RET-370
TBS Registration Number: 000211

DND/P-PE-844

Academic Records — Officers/Officer Cadets

Description: The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College Registrar. Records are accessible by providing the full name, social insurance number and/or college number and the year(s) in attendance at the Canadian Military College.
Class of Individuals: Officers and Officer Cadets who are attending, or have attended a Canadian Military College.
Purpose: The purpose of this bank is to maintain a record of academic results for Officers and Officer Cadets who are attending or have attended a Canadian Military College (CMC). Files are used for administrative and statistical purposes and cover approximately 1 500 members annually.
Retention and Disposal Standards: Records are maintained indefinitely for historical purposes.
PAC# = 69-014
Related to COR: DND/RET-370
TBS Registration Number: 000212

DND/P-PE-845

Squadron Personal File — Officer Cadets

Description: The Squadron Personal File contains reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; administrative and disciplinary decisions. Royal Military College, College militaire royal and Royal Roads Military College files are accessible by providing the full name, social insurance number and/or college number and the year(s) in attendance at the Canadian Military College. Files are accessible upon proper identification while the student is in attendance.
Class of Individuals: Officer cadets attending a Canadian Military College.
Purpose: The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending a Canadian Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1500 members on a continuous basis.
Retention and Disposal Standards: After graduation, records are maintained as follows: CMR, destroyed after four years; RRMC, destroyed after two years and RMC, retained indefinitely for historical purposes.
PAC# = 69-014
Related to COR: DND/RET-370
TBS Registration Number: 000213

DND/P-PE-847

Selection Boards for the In-Service Commissioning Plans (New)

Description: This bank contains the selection boards for the following officer production plans: University Training Plan (Non-Commissioned Members), (UTP (NCM)); Special Commissioning Plan, (SCP); Commissioning From the Ranks Plan (CFRP); Limited Duty Officer (LDO) for 1981, 1982, 1983 only; Officer Candidate Training Plan (OCTP) Military; and the Special Requirements Commissioning Plan, (SRCP) starting in 1986. Each contains copies of the Board's proceedings, findings and notifications to candidates. Records are accessible by providing full name, social insurance number, rank, Military Occupation Code (at the time), plus the specific plan and year of application, nomination or selection.
Class of Individuals: Non-Commissioned Members of the Canadian Forces who have applied for UTP(NCM), SCP or OCTP; or who have been nominated for LDO, CFRP or selected for SRCP.
Purpose: The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans.
Retention and Disposal Standards: The candidate's selection/non-selection documentation is destroyed after two years as copies are retained in IND/P-PE-837. Board reports are retained for 20 years for statistical purposes, and then destroyed.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 002272

DND/P-PE-848

Officer Boards for Academic Enhancement and Specialist Training Plans (New)

Description: This bank contains the annual boards for Post Graduate Training, University Training Plan (Officers), Military Medical, Legal, Dental, Pharmacy and Chaplain Training Plans. Each board may contain selection criteria, proceedings, findings, lists of the officers selected, (the Post Graduate Training Board lists alternates and those not selected), letters of disposition to each applicant and any resulting postings. Only those officers who apply for each plan are included. Records are accessible by providing full name, rank, social insurance number, Military Occupation Code, particular plan and year of application.
Class of Individuals: Canadian Forces officers who have made application for the training plans listed.
Purpose: The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plans.
Retention and Disposal Standards: Records are retained for statistical purposes for three calendar years and then destroyed.
PAC# = 69-014
Related to COR: DND/CSA-520
TBS Registration Number: 002273

DND/P-PE-854

Requests from and Disclosures to Investigative Bodies

Description: The bank maintains a record of all requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under section 8(2)(*e*) of the *Privacy Act*. Also contained in this bank are the replies to such requests and information related to their processing. Records are available by providing full name, social insurance number, rank/classification or Military Occupation Code, if applicable.
Class of Individuals: Members of the Canadian Forces and civilian employees of National Defence.
Purpose: The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(*e*) of the *Privacy Act* to the Privacy Commissioner.
Retention and Disposal Standards: Information is destroyed two years after date of last correspondence.
PAC# = 69-014
Related to COR: DND/PCA-610
TBS Registration Number: 000218

DND/P-PE-855

Headquarters Documents Microfile

Description: This bank contains data obtained upon enrolment/transfer to the Regular Forces, such as the name; social insurance number; religion; date and province of birth; citizenship; province of birth of parents; address on enrolment; language information; marital status on enrolment; sex and year of birth of dependant children; dependants' language of instruction preference; statements of Reserve Service; proof of change of name; Oath or Affirmation on enrolment and statements of understanding. It also contains post-enrolment/transfer date information such as change of name, social insurance

number, and initials. Records are retrievable by social insurance number.
Class of Individuals: Members of the Canadian Forces.
Purpose: The purpose of the manual microfile is to provide a support service to those engaged in personnel management or personnel administration of Canadian Forces Regular Force personnel.
Retention and Disposal Standards: Records are retained for approximately one year after release from the Canadian Forces and then transferred to the National Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC/P-CE-718.
PAC# = 69-014
Related to COR: DND/PCA-625
TBS Registration Number: 000219

DND/P-PE-856
Judge Advocate General's Files/Service Estates
Description: The file contains the report of the unit investigation into the service estate and the subsequent correspondence with the unit on the collection and distribution of the assets of the estate. It also contains the record of correspondence with the beneficiary named in the deceased's Will or, as required, the correspondence with the executor/administrator or the solicitor acting for the estate. In addition, the file contains the financial records of the cash assets of the estate and information on the disposal of the cash assets and personal effects. Records are accessible by providing full name, social insurance number and date of death.
Class of Individuals: Deceased members of the Regular Force and members of the Reserve Force who were serving on Class "B" or "C" Reserve Service.
Purpose: The purpose of this bank is to document the action taken to administer the service estates of deceased members of the Canadian Forces. The files are limited to the service estates of deceased members of the Regular Force and members of the Reserve Force who were Serving on Class "B" or "C" Reserve Service.
Retention and Disposal Standards: The files are held until all necessary action has been taken by the Estates Officer and are then transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC/P-CE-716.
PAC# = 69-014
Related to COR: DND/JAG-015
TBS Registration Number: 000220

DND/P-PE-857
Provision of Legal Aid to Members of the Canadian Forces
Description: The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the member seeking legal advice. Records are accessible by providing full name, social insurance number and location of the interview.
Class of Individuals: Members of the Canadian Forces and U.S. military personnel serving in Canada.
Purpose: The purpose of this bank is to document the provision of personal legal advice by legal officers of the Canadian Forces and U.S. military personnel serving in Canada.
Retention and Disposal Standards: The files are destroyed after two years.
PAC# = 69-014
Related to COR: DND/JAG-015
TBS Registration Number: 000221

DND/P-PE-858
Pay Records File
Description: The bank contains, for every individual who is serving or has served in the Canadian Forces Regular and Class "C" Reserve since 1947, records of their pay and allowances entitlements; deductions such as Income Tax; Pension contributions; CPP and UIC contributions; hospital and medical plan and acquittance roll payments; and third party pay allotments, including documentation concerning compulsory payments. Records are accessible by providing social insurance number and full name.
Class of Individuals: Members of the Canadian Forces (Regular) and personnel on Class "C" Reserve service.
Purpose: The purpose of this bank is to record the individual pay records for members of the Canadian Forces (Regular) and personnel on Class "C" Reserve service. This bank enables the Central Computation Pay System (CCPS) to determine and record pay entitlements and applicable deductions. This information may be used for statistical research purposes, and for planning implementing and evaluating government personnel policies relating to pay and allowances.
Consistent Uses: Pursuant to the *Income Tax Act, Unemployment Insurance Act* and *Canada Pension Plan Act*, documentation to support pay and deductions, including the social insurance number, is provided to the Departments of Supply and Services and National Revenue (Taxation).
Retention and Disposal Standards: The Master Pay Records are microfilmed on a regular basis and destroyed after 54 years.
PAC# = 69-014
Related to COR: DND/FSB-765
TBS Registration Number: 000222

DND/P-PE-859
Pension File
Description: The bank contains proofs of prior service; pension election forms; copies of vital statistics of serving Canadian Forces members and their dependants; pension observations and correspondence concerning pensions. Records are accessible by providing social insurance number and full name.
Class of Individuals: Members of the Canadian Forces.
Purpose: The purpose of this file is to determine superannuation benefits for members of the Canadian Forces (Regular) upon release. This information may be used for statistical research purposes and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation.
Consistent Uses: Pursuant to the *Income Tax Act*, documentation supporting pension entitlements, including the social insurance number, is provided to the Department of Supply and Services (DSS/P-CE-701, Superannuation Annuitant System Database) for the issue of pension cheques, as well as to the Department of National Revenue (Taxation) for bank RCT/P-PU-005 Individual Income Tax Return.
Retention and Disposal Standards: Records are retained by Director Pay Services until the member is released, at which time they are forwarded to the Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC/P-CE-719.
PAC# = 69-014
Related to COR: DND/FSB-765
TBS Registration Number: 000223

DND/P-PE-861
Civilian Personnel Information System
Description: The Civilian Personnel Information System has two major databases, one related to Incumbents and Positions, and the other to sub-systems on Training and Staff Relations Grievances. It contains data such as name; social insurance number; position and incumbent classification; date of birth; position number; geographic location; course titles and costs; grievance level status and decisions rendered. Civilian employees receive a yearly letter containing all of the data retained on their behalf on the Training sub-system. Records are accessible by providing social insurance number, classification and unit.
Class of Individuals: Civilian employees of National Defence.
Purpose: The purpose of this system is to provide personnel

information to departmental Managers and Personnel Administrators in order to facilitate decision making on personnel matters. It is also used for replying to requests for specific personnel data on a controlled basis.
Retention and Disposal Standards: History tapes are retained for five years, then erased.
PAC# = 85-001
Related to COR: DND/PCA-625
TBS Registration Number: 000225

DND/P-PE-863
Service Prison and Detention Barrack Records
Description: This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those which concern admission, discipline, maintenance of personal property, sentence remission and discharge. Records are accessible by providing social insurance number, name, detention identification number, place and dates of incarceration.
Class of Individuals: Individuals who are or have been incarcerated in military service prisons and detention barracks.
Purpose: The purpose of this bank is to control the administrative and legal documents respecting an individual's incarceration, record any disciplinary measures taken, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, plus assist in the calcuation of, and the decision-making process respecting, the number of days remission earned by an inmate.
Retention and Disposal Standards: Documents in this information bank are destroyed two years following their last administrative use.
PAC# = 69-014
TBS Registration Number: 001765

DND/P-PE-864
Conflict of Interest and Post-Employment Code — Military
Description: This bank contains a Certification Document of Understanding for Public Office Holders; Confidential Reports of assets, liabilities and participation in outside activities in accordance with CFAO 19-37; and may contain investigation reports and correspondence about potential and actual conflicts between the private interests or holdings of a member and the member's official duties and responsibilities. Records are accessible by providing; name, social insurance number and rank.
Class of Individuals: Military members of the Canadian Forces.
Purpose: The purpose of this bank is to maintain information required to implement the Conflict of Interest and Post-Employment Code for Public Office Holders within the Canadian Forces, and to record potential conflicts of interest and their resolution and/or any post-employment compliance action.
Consistent Uses: The information in this bank is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post-employment compliance measures apply is in compliance. This impacts on a current public office holder's ability to deal with the former member.
Retention and Disposal Standards: Records are retained by this department for the duration of employment plus two years, after which the records are destroyed.
PAC# = 85-001
Related to COR: DND/CSA-520 TBS Registration Number: 001966

DND/P-PE-865
Reserve Force Civilian Occupations
Description: This bank holds information cantained on completed questionnaires. It includes the following information: social insurance number, name, education. union/professional association membership, language proficiency, as well as non-personal information relating to a Reservist's civilian employer, such as name, nature of employer's business, whether emplyer provides supplies or services to DND or NATO countries, and number of employees. Records are accessible by providing social insurance number, rank, name. Reserve component and unit.
Class of Individuals: Members of the Reserve Force who are in civilian occupations which may be critical to the war effort.
Purpose: The purpose of this bank is to identify Reservists who are employed in civilian occupations or industries essential to a war effort and who may not, therefore, be available for active military service upon declaration of a national emergency. This information will assist in developing a formal set of guidelines on employment in the Reserves during both peace and war for individuals in certain civilian occupational categories.
Consistent Uses: Where a Reservist is designated for a key military position but is also employed in a key civilian position, a resolution between DND and the employer may be sought with Employment and Immigration Canada acting as arbiter.
Retention and Disposal Standards: Records are destroyed two years after the last administrative act.
TBS Registration Number: 002105

STANDARD BANKS

DND/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000226

DND/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000227

DND/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000228

DND/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000229

DND/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000230

DND/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000231

DND/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000232

DND/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000233

DND/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000235

DND/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000236

DND/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000237

DND/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000238

DND/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000239

DND/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000240

DND/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000241

DND/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000242

DND/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000243

DND/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000244

Deleted Personal Information Banks

The following personal information banks have been deleted because their contents have been combined into DND/P-PE-847:

DND/P-PE-822	University Training Plan (Non-Commissioned Members) — Selection Board
DND/P-PE-846	Special Requirements Commissioning Plan — Selection Board
DND/P-PE-850	Special Commissioning Plan — Selection Board
DND/P-PE-851	Commissioning from the Ranks Plan — Selection Board
DND/P-PE-852	Limited Duty Officer — Selection Board
DND/P-PE-853	Officer Candidate Training Plan — Selection Board

The following personal information banks have been deleted because their contents have been combined into DND/P-PE-848:

DND/P-PE-816	Post Graduate Training Selection Board
DND/P-PE-817	University Training Plan (Officers) — Selection Board
DND/P-PE-818	Military Medical Training Plan — Selection Board
DND/P-PE-819	Military Legal Training Plan — Selection Board
DND/P-PE-820	Military Dental Training Plan Selection Board

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Chapter 48

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Overall Responsibilities

The Department of National Health and Welfare is generally responsible for all matters relating to the promotion or preservation of the health, social security and social welfare of the people of Canada over which the Parliament of Canada has jurisdiction, and in particular for (1) the administration of Acts of Parliament relating to health, social security and welfare of the people of Canada, such as the *Food and Drugs Act, Narcotic Control Act, Family Allowance Act, Old Age Security Act, Canada Pension Plan,* Canada Assistance Plan, *Canada Health Act,* and others; (2) investigation and research into public health and welfare; (3) the inspection and medical care of immigrants and seamen, and the provision of medical services for, and in conjunction with, the Canadian Coast Guard Service; (4) the supervision of public health aspects of railway, water and all other forms of transportation; (5) the enforcement of regulations of the International Joint Commission relating to public health; (6) the promotion and conservation of the health of public servants and other government employees; (7) the collection, publication and distribution, subject to the provisions of the *Statistics Act,* of information relating to public health, improved sanitation, and social and industrial conditions affecting the health and lives of Canadians; and (8) co-operation with provincial authorities with a view to co-ordinating efforts made to preserve and improve the public health and to provide for the social security and welfare of the people of Canada. More detailed information on the operations of this Department is given in the federal *Access to Information Register.*

Access Procedures

A formal request for access to personal information under the *Privacy Act* must be made by completing a Personal Information Request Form and forwarding it either to the Department Privacy Co-ordinator or the contact person given in the personal bank description.

Sufficient details must be provided to aid in verifying the identity of the applicant and in identifying the particular information requested. Wherever possible, reference to the information specified in the description of a personal information bank to which the request relates should be provided.

Questions about policies and procedures of the Department relating to the *Privacy Act,* and requests involving personal information accumulated during the course of conducting the Department's activities not contained in the bank description in the following pages may also be addressed to:

The Department Privacy Co-ordinator
Department of National Health and Welfare
Brooke Claxton Building, Room 1352
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

The fifty-five public banks held by this Department are listed under the branch and directorate where they are maintained. Check the following list for the type of information you are seeking.

Medical Services Branch
- occupational health
- immigration examinations
- native health
- prosthetic services
- public service health
- civil aviation (see Department of Transport)

Health Protection Branch
- chemical exposures
- use of dangerous drugs
- disease control
- radiation protection

Health Services and Promotion Branch
- health promotion
- family planning
- health research

Income Security Programs Branch
- old age security
- family allowances
- Canada Pension Plan
- international agreements

Social Service Programs Branch
- national welfare grants
- Canada Assistance Plan
- vocational rehabilitation

Fitness and Amateur Sports Branch
- athlete assistance
- associations staffing
- research

Intergovernmental and International Affairs
- WHO fellowships

Policy, Communication and Information
- Canada Volunteer awards and Thérèse Casgrain awards

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Medical Services Branch

Enquiries concerning the following information bank should be addressed to:

Director
Occupational Health Unit
Medical Services Branch
Health and Welfare Canada
Chardon Street
Tunney's Pasture
Ottawa, Ontario
K1A 0L3

NHW/P-PU-005
Technical Support Files

This bank records the levels of various heavy metals in blood, hair, urine, and so on of individuals exposed. Data content includes test results for a wide variety of environmental and occupational hazards such as dust, mercury, cadmium, arsenic and lead. Exposed native populations and federal government employees are identified. The bank is used to monitor the health of and keep records for exposed individuals. Information is retained for ten years. Upon expiry of the retention period the technical support files are either destroyed or transferred on selective retention to the National Archives of Canada where they are retained permanently. Enquiries from native persons should provide a band number, if applicable; and all enquirers involved in contaminant studies should provide their date of birth, community where resident and community where tested.

Immigration

Enquiries concerning the following information bank should be addressed to:

Director
Immigration Medical Services
Medical Services Branch
Health and Welfare Canada
Jeanne-Mance Building, 19th Floor
Tunney's Pasture
Ottawa, Ontario
K1A 0L3

NHW/P-PU-010
Immigration Medical Records

This information bank includes chest X-rays for TB screening; original records of medical examination findings for determining medical admissibility of a prospective immigrant; reports concerning medical examinations, medical history and hospital admissions; cumulative records of totals by month and year of number of persons examined; and a summary of examination results. The bank is used to determine the medical status of immigrants. Otherwise, its use is restricted to providing the person's physician with supportive individual records in the bank, with the person's consent, and to providing information to any level of government in the interest of Canadian public health. Persons who were given the immigration medical outside Canada, or in Saskatchewan, or in the Ottawa-Hull area should address enquiries to the Regional Director, Overseas and National Capital Region; all others to the Regional Director nearest to the place where they were medically examined. (as accurate as possible) and place of the immigration medical examination should be provided as well as the location of the Canadian Immigration Office that issued the visa. Records are retained according to the various assessment categories. Upon expiry of the retention period the medical files are either destroyed or transferred on selective retention to the National Archives of Canada where they are retained permanently.

Indian and Northern Health Services

Enquiries concerning Indian and Northern Health Services of the Medical Services Branch information banks should be addressed to the Regional Director in your area.

Yukon Region
Medical Services Branch
National Health and Welfare
Yukon Manor, 2 Hospital Road
Whitehorse, Yukon Territory
Y1A 3H8

Pacific Region
Medical Services Branch
National Health and Welfare
Federal Buildings
757 Hastings Street West, Suite 540
Vancouver, British Columbia
V6C 3E6

Alberta Region
Medical Services Branch
National Health and Welfare
401 Toronto Dominion Tower
Edmonton Centre
Edmonton, Alberta
T5J 2Z1

Saskatchewan Region
Medical Services Branch
National Health and Welfare
1855 Smith Street
Regina, Saskatchewan
S4P 2N5

Manitoba Region
Medical Services Branch
National Health and Welfare
Room 500, 303 Main Street
Winnipeg, Manitoba
R3C 0H4

Quebec Region
Medical Services Branch
National Health and Welfare
Place Guy Favreau, East Tower
200 René-Lévesque Blvd. West
Montreal, Quebec
H2Z 1X4

Atlantic Region
Medical Services Branch
National Health and Welfare
Room 439, Ralston Building
1557 Hollis Street
Halifax, Nova Scotia
B3J 1V6

Ontario Region
Medical Services Branch
National Health and Welfare
1547 Merivale Road
Ottawa, Ontario
K1A 0L3

NHW/P-PU-015
Federal Hospital Files

The Department operates several hospitals in Canada to provide direct hospital care for the Indian and Inuit population of Canada as well as for the population in the north. Each hospital maintains a medical records department responsible for the collective records maintained on patients of the hospital. Records may be used, as well, for epidemiological studies. The patient file includes admission and separation records, medical history, lab., X-ray, and other diagnostic services, requisitions and reports, doctor's orders, nursing notes, accounting statements, operating room reports, social services, pharmacy, and other patient treatment and services records. The records are accessible through the hospital administration or superintendent. Records are retained for 25 years after the last entry in the file, provided that before such records are destroyed, a case summary is made and retained for two years after death. The name and date, and location of the hospital where treatment was given are to be provided on the Record Access Request Form. Information is exchanged with provincial health facilities, provincial medical insurance plans, and municipal and provincial health and welfare agencies.

NHW/P-PU-020
Federal Nursing Stations and Health Centres Files

The Department operates a large number of nursing stations and health centres in Canada, many of which are in remote areas. These facilities are staffed by nurses and offer basic treatment and preventive nursing services to the local Indian and Inuit population and others. Their patient records identify their patients and provide basic reporting on the medical reason for receiving care and the nursing care procedures provided. There are over 200 such facilities in Canada. Records are retained for 25 years after the last entry on the file, provided that before such records are destroyed, a case summary is made and retained for two years after death. Record Access Request Forms should include identification of the nursing station or health centre, and date when treatment was received. Information is exchanged with provincial health facilities, provincial medical insurance plans, and municipal and provincial health and welfare agencies.

Prosthetic Services

Any enquiries concerning the following banks should be addressed to:

Branch Co-ordinator
Privacy Act
Medical Services Branch
Health and Welfare Canada
Jeanne Mance Building, 19th Floor
Tunney's Pasture
Ottawa, Ontario
K1A 0L3

NHW/P-PU-025
Prosthetic Medical Records

The Department operates eight prosthetic services centres in Canada to provide direct prosthetic-orthotic rehabilitation services to the population of Canada. This bank contains the medical records of patients receiving prosthetic-orthotic services from these centres. Each centre maintains a patient's record identifying the patient, notes on patient's medical history, physicians' prescriptions, services and appliances provided, and progress notes on patients. The primary use is to maintain information on the prosthetic-orthotic condition of the patient. Persons seeking access should indicate the location of the departmental centre at which they first received service. As Prosthetic Services are no longer provided by the Department, records in this bank will be maintained for two years or until such time as the service is transferred to provincial control.

NHW/P-PU-030
Prosthetic Accounting Records

This bank contains the accounting records of patients who have received prosthetic-orthotic services from one of the prosthetic services centres operated by the Department and information on collection of accounts due. Each record identifies the patient, the services and appliances provided, and the status of his or her account. The primary use is financial control of the services, including collections on accounts receivable. As Prosthetic Services are no longer provided by the Department, records in this bank will be maintained for two years or until such time as the service is transferred to provincial control.

Health Protection Branch

Environmental Health Centre

Any enquiries concerning these banks should be addressed to:

Chief, Biostatistics and Computer Applications Division
Environmental Health Directorate
Environmental Health Centre
Health Protection Branch
De la Colombine Blvd., Tunney's Pasture
Ottawa, Ontario
K1A 0L2

NHW/P-PU-035
Environmental and Occupational Chemical Exposures

This bank consists of information on the health effects of exposure to hazardous chemicals and what precautions to take in dealing with them. Records are kept on an individual basis and include personal identifying information and results of appropriate biological tests. The data are collected from populations exposed to or suspected of being exposed to chemicals of a toxic, carcinogenic, or otherwise hazardous nature (e.g., pesticide workers, female workers, pregnant workers in metallurgical industries, urban populations and smokers). Records include returned questionnaires and the results of medical examinations, blood and urine tests, pulmonary function tests and nerve conduction tests. The information in this bank is used to increase individual awareness of exposure risks and precautionary measures, to increase employer awareness of risks and improvements for health and safety programs, and to indicate to the government current exposure risks and needs for future research and standard setting. Information is retained for five years after completion of the study.

NHW/P-PU-036 *Formerly identified as:* NHW/P-PU-265
Child Acute Respiratory Effects Study
Description: This bank contains information on the respiratory illnesses and pulmonary function measures and the ages of 100 females aged 7 to 15 years attending a girl guide camp (Camp Kiawa) in July and August of 1986. Data on parental smoking habits, education and other home characteristics were collected. Allergy test and heart rate monitoring results are also recorded.
Class of Individuals: Girls aged 7 to 15 years who attended Camp Kiawa from July 1 to August 10, 1986.
Purpose: The purpose of this bank is to examine the relationship between transported air pollution and respiratory health in children.
Consistent Uses: There will be no disclosure of any personal information from this data bank. Only summary statistics and conclusions drawn from the study will be publicly disclosed. There will be no linking and matching of information in this data bank with any other information or data bank presently existing.
Retention and Disposal Standards: Information will never be destroyed.
TBS Registration Number: 001822

Bureau of Dangerous Drugs

Any enquiries concerning the following banks should be addressed to:

Assistant Director
Bureau of Dangerous Drugs
Room 306, Jackson Building
122 Bank Street
Ottawa, Ontario
K1A 1B9

NHW/P-PU-040
Record of Researchers

This bank provides a list of persons authorized to use, and who are using, narcotic, controlled and restricted drugs in research work. It is primarily concerned with scientists and medical and paramedical professionals. The bank is used to ensure that persons using narcotic, controlled and restricted drugs for research purposes have been authorized to do so. Records in individual cases are held for ten years.

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

NHW/P-PU-045

Purchase Records of Hospitals, Licensed Pharmaceutical Companies, and Provincially-Registered Practitioners and Pharmacists

This bank contains purchase records of narcotics and controlled drugs made by licensed pharmaceutical companies and hospitals as well as currently- registered practitioners and pharmacists who are entitled to purchase and/or prescribe narcotic and controlled drugs under the *Narcotic Control Act* and *Food and Drugs Act*. This bank is used to ensure that licensed narcotic and controlled drugs dealers supply narcotic and controlled drugs only to authorized persons; it is also used to monitor and assess purchases of narcotic and controlled drugs made by pharmacists, physicians, dentists, veterinarians, hospitals and licensed pharmaceutical companies. Records in individual cases are held for two years for pharmacy sales reports and for three years for licensed dealers sales reports. Information from this bank may be released to provincial licensing authorities of the health professions.

NHW/P-PU-050

Practitioner and Pharmacist Files

This bank contains information concerning the prescription, utilization and distribution of narcotic and controlled drugs by practitioners and pharmacists. It is used in connection with drug control programs to ensure that narcotic and controlled drugs are used for legitimate medical purposes and are not diverted to illicit avenues; and it contains reports prepared by Drugs Directorate inspectors and enforcement agencies concerning the misuse and abuse of drugs by health professionals, and investigations with respect to such diversion. It is also used as a basis to make decisions concerning notifications to pharmacists and licensed narcotic and controlled drug dealers not to supply narcotic and/or controlled drugs on the strength of orders issued by certain pharmacists and orders and prescriptions issued by certain practitioners. It also serves as a basis for decisions concerning prosecution action relating to health professionals. Practitioner and pharmacist files are kept two years after death of the registrant or ten years after the last correspondence. Information from this bank may be released to provincial licensing authorities of the health professions.

NHW/P-PU-055

Drug Investigation (Users and Distribution) Files

This bank contains information on people investigated under the *Narcotic Control Act* and Regulations, and the *Food and Drugs Act* and Regulations. It consists of reports prepared by police departments, the Department of Justice, the Department of the Solicitor General, Crown counsel and lawyers, on investigations concerning persons involved in illicit drug use and distribution. It also consists of information received as a result of the monitoring of drug importation, manufacture, distribution and prescription. It includes the following personal information: name, address, date of birth, fingerprints, sex, occupation, drug involvement, and details of the investigation, arrest and case disposition, details of drugs, things, and assets seized and their disposition. The purpose of this bank is to ensure that the use of narcotic and controlled drugs is limited exclusively to medical and scientific purposes, to prevent diversion of those drugs to other uses and to facilitate administration of asset disposal. The information in the bank is used in making decisions in enforcing the regulations concerning the prescribing and dispensing of narcotic and controlled drugs by practitioners and pharmacists and the receipt and use of such drugs by individuals; in making decisions in connection with the disposition of drugs and things (including money, conveyances and other assets) seized under the authority of the *Narcotic Control Act* and *Food and Drugs Act;* to prepare statistics (drug use and conviction) for health planning purposes, on drug use in Canada and in the preparation of the annual report required by the United Nations Narcotic Commission.

In addition to the requirements indicated on the Record Access Request Form, requestors must provide their full name, date of birth and place of birth. In cases where the information is deemed to be of a sensitive nature, enquirers will be required to provide appropriate identifying information about themselves at the time of access to ensure the personal information relates to them and not to another person of similar name and description. Cannabis cases, where assets or other drugs are seized, are kept five years from date of final disposition or last correspondence, whichever is later. Cannabis cases with international implications which are reported to the United Nations are kept until a final report is submitted to that organization. Such reports are kept for two years after the last action taken. Information from this bank may be released to provincial licensing authorities of the health professions. Offence reports dealing with cannabis-only offences, where no assets are seized, are kept for only two months, or until the information has been extracted on a depersonalized basis and recorded for statistical purposes. Reports are then destroyed. This information is not used for any administrative purpose, and is not retrievable by the name of the individual.

NHW/P-PU-060

Methadone Program

This bank contains the names and addresses of practitioners authorized to purchase, prescribe or dispense methadone. It is used to monitor those physician practices where methadone is administered, including the treatment of narcotic addicts, and to develop a profile of narcotic addiction treatment in Canada. Practitioner files are kept two years after the death of a doctor; five years after the last correspondence or last record of registration if there is no history of drug-related problems; and ten years after the last correspondence or last record of registration if there is a history of drug-related problems. Information from this bank may be released to provincial licensing authorities of the health professions.

NHW/P-PU-065

Amphetamine Control

The purpose of this bank is to regulate the non-approved uses of a restricted class of drugs. It contains diagnostic and other information from physicians on the perceived medical needs for designated amphetamines. Only patients for whom designated amphetamines have been prescribed for non-listed conditions are included. The bank is part of the monitoring of the use of this class of drugs in conformity with the *Food and Drugs Act* and Regulations. Practitioner files are kept two years after the death of a doctor; five years after the last correspondence or last record of registration if there is no history of drug-related problems; and ten years after the last correspondence or last record of registration if there is a history of drug-related problems. Information from this bank may be released to provincial licensing authorities of the health professions.

Administration

Address any enquiries regarding the following bank to:

Director, Central Services
Health Protection Branch
National Health and Welfare
Sir Frederick G. Banting Research Centre
Tunney's Pasture
Ottawa, Ontario
K1A 0L2

NHW/P-PU-070
Service Contracts

This bank is used primarily to control commitment of funds and to ensure that payments are made in accordance with contract terms. Data content includes contract details with individuals and institutions, financial data related to contracts, and certificates of satisfactory performance. Only persons under contract to the Health Protection Branch are included. The information is used to monitor contracts of personal service and to make decisions regarding timing and amount of payments in relation to the contract terms and satisfactory performance. Records are held for six fiscal years after completion and no renewal of contract.

Disease Control

Address any enquiries regarding the following bank to:

Chief, Non-Communicable Diseases
Laboratory Centre for Disease Control
Health Protection Branch
National Health and Welfare
Ottawa, Ontario
K1A 0L2

NHW/P-PU-075
The Canadian Congenital Anomalies Surveillance System (CCASS)

The purpose of this data bank is to provide a database to monitor the incidence of birth defects in Canada and to serve as a register for epidemiological research studies. Participating provinces provide machine-readable information including the infant's name, date of birth, sex, nature of birth defect, parent's names and dates of birth, municipality of residence and a provicial registration number. The system was initiated in 1966 and to date no individual records have been discarded. It is expected records will be retained for 100 years from birth date. Requests for information which might identify individual persons are directed to the province in question where original documents are retained.

Radiation Protection

Any enquiries concerning the following banks should be addressed to:

Director, Bureau of Radiation and Medical Devices
Brookfield Road, Confederation Heights
Ottawa, Ontario
K1A 1C1

NHW/P-PU-080
National Dose Registry for Occupational Exposures
Description: The purpose of the bank is to keep records for individuals whose occupational exposures have been monitored. It currently includes information on occupational exposures to radiation. Records are kept on an individual basis and include, in addition to personal identifying information, cumulative radiation exposures and a record-by-record account of the entries into the Registry. Exposure records are input from the National Dosimetry Service and from organizations that have their own radiation monitoring programs. The Registry is designed and used primarily for epidemiological and informational purposes. It is also used to advise the individual, his or her employer and the appropriate regulatory authorities when the record shows that the maximum permissible dose has been exceeded, or is about to be exceeded, as described in relevant provincial Acts, the Canada Labour Safety Code or Treasury Board recommendations for federal employees, and the *Atomic Energy Control Act*. Records are retrieved by social insurance number (SIN) and are kept for 80 years. Persons requesting records should include their SIN on their request form.
Class of Individuals: Occupationally-exposed radiation workers.
Purpose: To keep records for individuals whose occupational radiation exposure has been monitored. The records are used for epidemiological and statistical studies, informational purposes, and in support of the regulatory control of occupational radiation exposures.
Consistent Uses: Information is supplied to federal and provincial authorities responsible for the control of occupational radiation exposure and upon request to the Workers' Compensation Board in relation to a compensation claim. Information may be given to a third party upon authorization from the individual.
Retention and Disposal Standards: Kept for 80 years.
PAC# = 72-004
Related to COR: NHW/EHD-200
TBS Registration Number: 000038

Health Services and Promotion Branch

Any enquiries concerning the following banks should be addressed to:

Director
Management Services Directorate
Health Services and Promotion Branch
Health and Welfare Canada
Ottawa, Ontario
K1A 1B4

NHW/P-PU-085
Service Contracts With Individuals
Description: This bank contains information on the background and experience of contractors, expected results, budgetary commitments and payment methods.
Class of Individuals: Only persons under contract with the Health Services and Promotion Branch and past contractors are included.
Purpose: The bank is used in the day-to-day administration of the contracts.
Retention and Disposal Standards: The information is retained on branch files for six fiscal years after non-renewal or completion of contract.
PAC# = 78-001
TBS Registration Number: 000039

Health Research Programs

NHW/P-PU-100
Personnel Award Application Files
Description: This bank contains the address, marital status, health-related employment history, educational background, publications, research and career plans, confidential assessments of candidates and letters of reference, and review committee members' comments on the application.
Class of Individuals: Health researchers — Canadian or landed immigrant university graduates or applicants for graduate studies planning to begin or continue careers in health research are included in this bank.
Purpose: The purpose of this bank is to administer the review of applications for funds from the National Health Research and Development Program for training, career development, and career support and to administer the approved funds. In future it may be used in the internal evaluation of the awards program.
Consistent Uses: The information gathered in this bank is used only for the assessment of candidates in carrying out their proposals under the National Health Research and Development Program (NHRDP).

Retention and Disposal Standards: Records are held for one to six years. At the end of this period, the files are destroyed. Final report files are held for 50 years at the National Archives of Canada.
PAC# = 74-007 and 74-007(Amend 1)
TBS Registration Number: 000042

NHW/P-PU-105
Applications for Contributions Files
Description: This bank contains a full description of the research to be undertaken as well as the curriculum vitae of each person responsible for the execution of health-related scientific activities approved under the National Health Research and Development Program, the assessment made by members of the Review Committee and the external reviewers and the internal evaluation by departmental officers.
Class of Individuals: Persons involved in health research are included in this bank.
Purpose: The purpose of the bank is to administer the review of applications for funds from the National Health Research and Development Program for research projects, conferences, and related scientific activities and to administer the approved funds.
Consistent Uses: The information gathered in this bank is used only for the assessment of the competence of applicants to carry out their proposals submitted under the National Health Research and Development Program.
Retention and Disposal Standards: Records are held for one to six years. At the end of this period, the files are destroyed. Final report files are held for 50 years at the National Archives of Canada.
PAC# = 74-007
TBS Registration Number: 000043

NHW/P-PU-110
Committee Files
Description: This bank contains the curriculum vitae, education, employment and publications of each member of the advisory and review committees.
Class of Individuals: Canadian health researchers, health professionals and some representatives of interest groups promoting health research are included in this bank.
Purpose: The purpose of this bank is to record the background of each member of the advisory and review committees for the purpose of verifying, if requested, that the membership is representative of the health research community.
Consistent Uses: The information gathered is used only for obtaining internal departmental approval of committees memberships.
Retention and Disposal Standards: Records are held for one to five years. At the end of this period, the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000044

Income Security Programs Branch

The objective of the branch is to maintain and improve the social security of Canadians. The Assistant Deputy Minister, supported by Finance and Administration, directs three major components: the Programs Policy, Appeals and Legislation Directorate, the Programs Operations Directorate, the Income Security Programs Systems Directorate and the International Liaison Directorate.

Programs Policy, Appeals and Legislation

This directorate, through three divisions, is responsible for ongoing Old Age Security, Family Allowances and *Canada Pension Plan* legislative reviews and updates; for related policy planning and development; for the application of legislation and the administration of appeals; for the review and analysis of information programs. An additional responsibility is the secretariat service provided to the Canada Pension Plan Advisory Committee.

Programs Operations Directorate

This directorate, through five divisions and a network of regional offices and client service centres, is responsible for the administration of the Income Security Programs. A brief description of the programs follows:

The Canada Pension Plan: a compulsory, contributory social insurance program that provides members of the Canadian labour force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability or death.

The Old Age Security Program: provides a basic level of income for older Canadians through a pension which is supplemented by the income-tested Guaranteed Income Supplement for pensioners who have little or no other income as well as an income-tested Spouse's Allowance for spouses, aged 60 to 65, of pensioners already in receipt of the Guaranteed Income Supplement.

The *Canada Pension Plan* and *Old Age Security Act* also provide, in accordance with international social security agreements, for the payment of benefits under the above-mentioned programs.

The Family Allowances Program: supplements the income of families with dependent children in order to help meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare and government agencies and other institutions which maintain children.

Income Security Programs — Systems Directorate

This directorate is responsible for systems improvement and maintenance of the benefits and calculations delivery systems of the Old Age Security, the *Canada Pension Plan* and the Family Allowances programs. This includes the co-ordination and the integration of the three programs, the overseeing of changes to equipment, systems and procedures, all designed to improve and streamline service to clientele.

Personal Information Banks

Personal information collected by the Income Security Programs Branch in the course of the administration of the *Canada Pension Plan*, the *Old Age Security Act* and *Family Allowances Act* is contained in personal information banks maintained in the regions and at headquarters in Ottawa. The access procedures and the description of each personal information bank are provided below.

Family Allowances and Old Age Security

A request for access to personal information contained in the Family Allowances and Old Age Security personal information banks can be made by completing a Personal Information Request Form which should be addressed to the Regional Director, Income Security Programs, in the province of residence.

Newfoundland
310 Pleasantville
P.O. Box 9430
St. John's, Newfoundland
A1A 2Y5
(709) 772-4560

Prince Edward Island
P.O. Box 1238
Charlottetown, Prince Edward Island
C1A 7M9
(902) 566-7860

Nova Scotia
P.O. Box 1687, Postal Station "M"
Scotia Square
Halifax, Nova Scotia
B3J 3J4
(902) 426-2342

New Brunswick
633 Queen Street
Fredericton, New Brunswick
E3B 4Z6
(506) 452-3306

Quebec
330 rue de la Gare du Palais
Quebec, Quebec
G1K 7L5
(418) 648-5158

Western Ontario
65 William Street South
P.O. Box 2020
Chatham, Ontario
N7M 6B2
(519) 436-3100

Mid-Ontario
200 Town Centre Court, 5th Floor
Scarborough, Ontario
M1P 4X8
(416) 973-4204

Northern Ontario
70 Cedar Street South
P.O. Box 2013
Timmins, Ontario
P4N 8C8
(705) 267-8538

Manitoba
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
(204) 983-2310

Saskatchewan
Dominion Government Building
1975 Scarth Street
Regina, Saskatchewan
S4P 3K4
(306) 780-5654

Alberta, Northwest Territories and the Yukon
Bank of B.C. Building, Room 900
10055-106th Street
Edmonton, Alberta
T5J 2Z6
(403) 420-2670

British Columbia
1230 Government Street
Federal Building
Victoria, British Columbia
V8W 2P1
(604) 388-3287

Appeals under the Family Allowances and the Old Age Security Acts

Individuals who have appealed a decision not to grant a benefit under the *Family Allowances Act* or the *Old Age Security Act* and wish to obtain access to their file should quote the appropriate personal information bank number and address their request to:

Director,
Appeals and Ministerial Enquiries Division
Income Security Programs
Place Vanier, Tower "B"
355 River Road, 5th Floor
Ottawa, Ontario
K1A 0L1

Canada Pension Plan

Requests for access to information contained in *Canada Pension Plan* personal information banks should be addressed to the Regional Director in the province of residence except for requests which fall in the categories listed below:

(a) Individuals who have applied for the Division of Pensionable Earnings under the *Canada Pension Plan* and individuals who have contributed to both the *Canada Pension Plan* and *Quebec Pension Plan* should address their requests for access to:

Director
National Operations
Canada Pension Plan
Tower "A", Place Vanier
333 River Road
Vanier, Ontario
K1A 0L1

(b) Individuals who have applied for a Canada Pension Plan Disability Pension and wish to obtain access to their medical or benefit file should quote the appropriate personal information bank number and address their request to:

Director
Disability Division
Canada Pension Plan
Tower ""A", Place Vanier
333 River Road
Vanier, Ontario
K1A 0L1

(C) Individuals who have appealed a decision not to grant a benefit under the *Canada Pension Plan* and wish to obtain access to their file should quote the appropriate personal information bank number and address their request to:

Director,
Appeals and Ministerial Enquiries Division, Income Security Programs
Place Vanier, Tower ""B"
355 River Road, 5th Floor
Ottawa, Ontario
K1A 0L1

International Social Security

Requests for access to information contained in the International Social Security, Domestic and Foreign Benefits personal information banks should be addressed to:

Director
International Operations
Income Security Programs

Tower "B", Place Vanier
355 River Road
Vanier, Ontario
K1A 0L4

For general information only:

Ottawa
Privacy Co-ordinator
c/o Office of the Director
Appeals
Income Security Programs Branch
Place Vanier, Tower "B"
355 River Road, 5th Floor
Vanier, Ontario
K1A 0L1
(613) 954-4935

NHW/P-PU-115
Old Age Security — Master Database

This bank contains personal data as well as information on the payment history of Old Age Security, Guaranteed Income Supplement, and Spouse's Allowance benefits. Access to this bank requires name, address, account number and social insurance number. Individuals identified in this bank are persons who were or are presently in receipt of the above-mentioned benefits. The data compiled in this bank support the payment and control activity functions related to the administration of the Old Age Security program. The payment history data is used for the issuance of T4A slips for income tax purposes. Data matching takes place between this bank and NHW/P-PU-150 (CPP) in order to ensure that applicants are using the same social insurance number when applying for Old Age Security and Canada Pension Plan benefits. Data are also shared with the Department of Supply and Services for cheque-issue purposes. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-116
Old Age Security (Individual)

This bank contains Old Age Security applications as well as supporting documentation and correspondence. Some files may contain program officers' reports relating to benefit entitlement assessments. Access to this bank requires name, address, account number and social insurance number. Individuals identified in this bank are those who have applied for or are presently in receipt of benefits. Old Age Security applications are used to administer the Old Age Security program. Information contained in this bank may be used to confirm periods of residence in support of applications retained in NHW/P-PU-170 and 175 for purposes of determining an applicant's eligibility to receive benefits in accordance with International Social Security Agreements. The information is also used to confirm date of birth, marital status and date of death reported on *Canada Pension Plan* application forms contained in NHW/P-PU-146, 147, 148. The information is also matched with microfiche records contained in NHW/P-PU-160 to determine Guaranteed Income Supplement and Spouse's Allowance entitlement. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-117
Guaranteed Income Supplement (Individual)

This bank contains Guaranteed Income Supplement applications as well as supporting documentation and correspondence. Some files may contain program officers' reports relating to benefit entitlement assessments. Access to this bank requires name, address, account number and social insurance number. Individuals identified in this bank are those who have applied for or are presently in receipt of benefits. Guaranteed Income Supplement applications are used to administer the Guaranteed Income Supplement program. Information contained in this bank may be used to confirm periods of residence in support of applications retained in NHW/P-PU-170 and 175 for purposes of determining an applicant's eligibility to receive benefits in accordance with International Social Security Agreements. The information is also used to confirm date of birth, marital status and date of death reported on *Canada Pension Plan* application forms contained in NHW/P-PU-146, 147, 148. The information is also matched with microfiche records contained in NHW/P-PU-160 to determine Old Age Security and Spouse's Allowance entitlement. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-118
Spouse's Allowance Data (Individual)

This bank contains Spouse's Allowance applications as well as supporting documentation and correspondence. Some files may contain program officers' reports relating to benefit entitlement assessments. Access to this bank requires name, address, account number and social insurance number. Individuals identified in this bank are those who have applied for, or are presently in receipt of, benefits. Spouse's Allowance applications are used to administer the Spouse's Allowance Program. Information contained in this bank may be used to confirm periods of residence in support of applications retained in NHW/P-PU-170 and 175 for purposes of determining an applicant's eligibility to receive benefits in accordance with International Social Security Agreements. The information is also used to confirm date of birth, marital status and date of death reported on *Canada Pension Plan* application forms contained in NHW/P-PU-146, 147, 148. The information is also matched with microfiche records contained in NHW/P-PU-160 to determine Guaranteed Income Supplement and Old Age Security entitlement. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-119
Old Age Security, Guaranteed Income Supplement, Spouse's Allowance Data (Appeals — Individual)

This bank contains records of those applications for the determination of eligibility for Old Age Security, Guaranteed Income Supplement and Spouse's Allowance which have resulted in an appeal under the *Old Age Security Act*. It includes the initial decision of the Minister of National Health and Welfare, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification consisting of name, address and social insurance number and/or proof of authority by a representative. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-121
Old Age Security On-Line Alpha Index

This bank contains account identifiers (specific personal data) on Old Age Security beneficiaries. Access to this bank requires name, address, social insurance number and/or account number. The only individuals identified in this bank are Old Age Security recipients. The information compiled in this bank is used to prevent the duplication of accounts. It is also used to identify individuals who, when corresponding with the Branch, fail to give appropriate identifiers. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-125

Family Allowances — Master Database

This bank contains personal data on Family Allowance payees and children. The bank holds information on the payment history of Family Allowances accounts. Access to this bank requires name, address, social insurance number and/or account number. Social insurance numbers contained in this bank are collected pursuant to sub-section 5 (1) *(f)* of the Family Allowances Regulations and are used in administering the program. Individuals identified in this bank are Family Allowances beneficiaries only. The data compiled in this bank supports the payment and control activity functions related to the Administration of the Family Allowances program. The payment history data is used for the issuance of TFA-1 forms for income tax purposes. Data in this bank is passed to the Department of Supply and Services for cheque-issue purposes and to Revenue Canada, Taxation, to support payment of advance Child Tax Credit The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-130

Family Allowances (Individual)

This bank contains family allowance applications, supporting documentation and correspondence. Some files may also contain eligibility assessment reports. Access to this bank requires name, address, social insurance number and/or account number. Identified in this bank are those who have applied for Family Allowances or Special Allowances benefits. The information found on Family Allowances and Special Allowances applications obtained from individuals, agencies or institutions is used to administer the Family Allowances Program. Information contained in this bank may be matched with information banks NHW/P-PU-146, 147, 148 and NHW/P-PU-165 in order to ensure accuracy of children's date of birth and names of beneficiaries listed on various *Canada Pension Plan* application forms. The retention and disposal schedule has been submitted to the National Archives of Canada.

HNW/P-PU-131

Family Allowances (Appeals — Individual)

This bank contains records of those applications for the determination of eligibility for Family Allowances which have resulted in an appeal under the *Family Allowances Act*. It includes the initial decision of the Minister of National Health and Welfare, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification consisting of name, address and social insurance number or, in the case of a representative, proof of authority. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-135

Family Allowances On-line Alpha Index — Ontario and Quebec

This bank, computerized in Ontario and Quebec only, contains account identifiers (specific personal data) on family allowances beneficiaries. Access to this bank requires name, address, social insurance number and/or account number. The only individuals identified in this bank are Family Allowances recipients. The information compiled in this bank is used to prevent the duplication of accounts. It is also used to identify individuals who, when corresponding with the branch, fail to give appropriate identifiers. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-140

Canada Pension Plan Record of Earnings

This bank contains information relating to employment/self-employment earnings of individuals and the history of contributions made to the *Canada Pension Plan*. Access to this bank requires name, address and social insurance number. Social insurance numbers are issued to contributors pursuant to section 100 of the *Canada Pension Plan*, and are used for identification purposes. Individuals identified in this bank are *Canada Pension Plan* contributors only. Earnings and contributions, for each individual identified in this bank, are compiled for purposes of administering the *Canada Pension Plan* program. The information is used to determine individual benefit entitlement and to calculate the amount of *Canada Pension Plan* benefits payable. Data contained in this bank is released on request to the Office of the Auditor General for audit purposes. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-146

Canada Pension Plan — Retirement (Individual)

This bank contains Canada Pension Plan Benefit applications submitted by individual applicants, supporting documentation (e.g. birth, marriage, death evidence, social insurance number, school attendance declarations, T-4 slips, etc.) and correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of the above-mentioned Canada Pension Plan Benefit. The Canada Pension Plan Benefit applications and supporting documentation are obtained for purposes of administering the *Canada Pension Plan* program. Personal information contained in this bank may be matched with information contained in NHW/P-PU-130 for purposes of confirming personal data necessary for accurate calculations related to the child-care drop-out provision. The information may also be matched with information contained in banks NHW/P-PU-116, 117, 118, 119 and 121 to confirm date of birth, marital status and date of death. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-147

Canada Pension Plan — Survivors Benefits (Individual)

This bank contains Canada Pension Plan Benefit applications submitted by individual applicants, supporting documentation (e.g. birth, marriage, death evidence, social insurance number, school attendance declarations, T-4 Slips, etc.) and correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of the above-mentioned Canada Pension Plan Benefit. The Canada Pension Plan Benefit applications and supporting documentation are obtained for purposes of administering the *Canada Pension Plan* program. Personal information contained in this bank may be matched with information contained in NHW/P-PU-130 for purposes of confirming personal data necessary for accurate calculations related to the child-care drop-out provision. The information may also be matched with information contained in banks NHW/P-PU-116, 117, 118, 119 and 121 to confirm date of birth, marital status and date of death. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-148

Canada Pension Plan — Division of Pensionable Earnings (Individual)

This bank contains *Canada Pension Plan* applications for the division of pension credits submitted by individual applicants, supporting documentation (e.g. birth, marriage, death evidence, social insurance number, school attendance declarations, T-4 slips, etc.) and correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or have been granted a division. Applications and supporting documentation are obtained for purposes of administering the *Canada Pension Plan* program. Personal information contained in this bank may be matched with information contained in NHW/P-PU-130 for purposes of confirming personal data necessary for accurate calculations related to the child-care drop-out provision. The information may also be matched with information contained in banks NHW/P-PU-116, 117, 118, 119 and 121 to confirm date of birth, marital status and date of death. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-150
Canada Pension Plan Social Insurance Number Validator

This bank contains information related to each social insurance number issued and/or for issuance of a replacement number approved by the Department of Employment and Immigration. Access to this bank requires name, date of birth, sex code and social insurance number. Individuals identified in this bank are those who have applied for and been issued a social insurance number (or a replacement number) by the Department of Employment and Immigration. The data contained in this bank is obtained from the Department of Employment and Immigration for purposes of administering the *Canada Pension Plan* program. The information is used to validate the social insurance number found on Canada Pension Plan Benefit applications and to ensure that the contributory earnings posted to the record of earnings are attributed to the correct SIN number in order to guarantee accurate benefit calculations. Social insurance numbers contained in the bank are used to validate those recorded in NHW/P-PU-115 (OAS). Retention and disposal standards are under review.

NHW/P-PU-155
Canada Pension Plan Computer Master Data

This bank contains personal data as well as information on benefit calculations. It also contains beneficiaries' and/or dependents' payment history. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who were or are presently in receipt of *Canada Pension Plan* benefits. The information compiled in this bank supports the payment and control activity functions related to the administration of the Canada Pension Plan Program. Data in this bank is shared with the Department of Supply and Services for cheque-issue purposes. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-160
Canada Pension Plan Cheque Payment History

This bank maintains a computerized payment history of *Canada Pension Plan* benefit cheques. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are beneficiaries who were or are presently in receipt of *Canada Pension Plan* benefits. The data in this bank provides financial control and an audit trail for *Canada Pension Plan* benefit payments. The information is used for issuing T4AP slips for income tax purposes. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-165
Canada Pension Plan — Disability Medical File (Individual)

This bank contains medical and employment information concerning persons who receive or have applied for a pension, a copy of the disability application and related correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of disability benefits. The information in this bank is used to determine the disability of an applicant under the *Canada Pension Plan* and to establish entitlement to a disability pension. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-166
Canada Pension Plan — Disability Benefit File (Individual)

This bank contains Canada Pension Plan Disability applications, birth, marriage and death evidence, social insurance number, school attendance declarations, earnings evidence and related correspondence. Access to this bank requires name, address and social insurance number. Individuals identified in this bank are those who have applied for or are in receipt of disability benefits. The information in this bank is used to establish eligibility to a disability pension under the *Canada Pension Plan*. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-170
International Social Security — Domestic and Foreign Benefits — Computer Master Benefit Data

This bank contains information on benefit calculations and payment history of Old Age Security and *Canada Pension Plan* benefits paid to beneficiaries and/or their dependents. Access to this bank requires name, address and social insurance number. Individuals identified in the bank are those who were in receipt of or who are presently receiving one of the above-mentioned benefits. The computer master benefit system supports the Old Age Security and *Canada Pension Plan* payment activity function. Information is disclosed to the Department of Supply and Services for cheque-issue purposes. The retention and disposal standards have been submitted to the National Archives of Canada and are under review.

NHW/P-PU-175
International Social Security — Domestic and Foreign Benefits (Individual)

This bank contains applications related to the above-mentioned benefits, supporting documentation and correspondence. Access to this bank requires name, address, social insurance number or account number. Individuals identified in this bank are persons who have applied for the above-mentioned benefits and those who were or are presently in receipt of benefits. The information found on foreign and/or domestic applications and supporting documentation is obtained for purposes of determining applicants' and/or dependents' and survivors' eligibility for domestic and/or foreign benefits. Information contained in this bank may be matched with information contained in NHW/P-PU-116, 117, 118, 119 and 120 for purposes of determining an applicant's eligibility to benefits payable as a result of international social security agreements. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-176
Appeals Regarding the Canada Pension Plan

This bank contains records of those applications for the determination of eligibility for Survivors, Disabled Contributor's Child Benefit, Orphans Benefit, Retirement Benefits, Disability Benefit and Division of Unadjusted Pensionable Earning under the *Canada Pension Plan*, which have resulted in an appeal under sections 83, 84 or 85 of the *Canada Pension Plan*. It includes the initial decision of the Minister of National Health and Welfare, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification consisting of name, address and social insurance number and/or proof of authority by a representative. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-177

Release of Information under Part 1 of the Family Orders and Agreements Enforcement Assistance Act 1986

This bank contains requests submitted to the Department of National Health and Welfare via the Department of Justice from courts, police forces and provincial enforcement services to search for a missing spouse or child for the purposes of enforcing a support, custody or access order under the authority of section 13 of the *Family Orders and Agreements Enforcement Assistance Act*, 1986. Information in this bank relates to beneficiaries under the *Canada Pension Plan*. The purpose of this bank is to administer the requests made under the *Family Orders and Agreements Act* pursuant to paragraph 8(2) (*b*) of the *Privacy Act* and maintain accountability of the administration of this bank for review by the Privacy Commissioner. The requests are retained for two years and then destroyed at the termination of this period.

NHW/P-PU-180

Canada Pension Plan — Record of Earnings Enquiries

The bank contains information pertaining to enquiries received from *Canada Pension Plan* contributors as well as internally-generated enquiries concerning the unadjusted pensionable earnings reported on individual Statement of Earnings. The bank also contains earnings evidence and related correspondence. Access to this bank requires name, address and social insurance number. The only individuals identified in this bank are *Canada Pension Plan* contributors whose earnings as posted to the Canada Pension Plan Record of Earnings, form the basis of an enquiry. The information in this bank is used to amend an individual's record of earnings; the latter is used in calculating individuals' benefit levels. The retention and disposal schedule has been submitted to the National Archives of Canada.

NHW/P-PU-181

Access Requests — Privacy Act

Description: This bank contains requests received from individuals wishing access to their personal files, related correspondence, as well as other information pertaining to the processing of the request. Access to this bank requires name, address and social insurance number.

Class of Individuals: The only individuals identified in this bank are those who have requested access to their personal file as identified in the Index.

Purpose: The information is compiled as a result of the receipt of access requests. The information is used for statistical purposes, for responding to the Privacy Commissioner's investigations, as well as for any other related administrative purposes.

Retention and Disposal Standards: The retention and disposal schedule has been submitted to National Archives of Canada.

PAC# = 85-001

TBS Registration Number: 001784

Social Service Programs Branch

Any enquiries concerning the following banks should be addressed to:

Privacy Co-ordinator
Management Services Division
Social Service Programs Branch
Room 706, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5

National Welfare Grants

NHW/P-PU-185

Visiting Professorship Plan

Description: This bank records information provided by universities applying for a visiting professorship that enabled the selection panel to decide on successful applications under the plan, and to administer the awards of winners. This program ended in 1978. Contents include the program proposed for a visiting professorship and the curriculum vitae of the nominated candidate. Only those who made application for a visiting professorship were included.

Class of Individuals: Members of the general public interested in employment with the universities.

Purpose: Universities compiled the information to obtain a visiting professorship award, according to the pre-determined criteria for the program.

Consistent Uses: This information was used by the selection panel once a year to assess applications and make awards.

Retention and Disposal Standards: Applications are maintained for three fiscal years for unsuccessful applicants and six fiscal years for successful applicants.

PAC# = 78-034

TBS Registration Number: 000045

NHW/P-PU-190

National Welfare Fellowships

Description: This bank records information provided by applicants for National Welfare Fellowships to enable the selection committee to decide on the successful candidates in the competition and to administer the awards of the winners. Contents include educational and employment history, study plans and the amount of the award. Only those who have made application for a National Welfare Fellowship are included. The bank is used by the selection committee once a year to assess applications and grant awards, which are determined on the basis of actual costs. The names of successful candidates are made public.

Class of Individuals: General public; individuals wishing to continue their university studies.

Purpose: The information is compiled by the individuals themselves in order to obtain a National Fellowship award according to the appropriate program criteria.

Consistent Uses: The information is used by the selection committee once a year to assess applications and grant awards.

Retention and Disposal Standards: Applications are maintained for three fiscal years for unsuccessful applicants and six fiscal years for successful applicants.

PAC# = 78-034

Related to COR: NHW/WGD-410

TBS Registration Number: 000046

NHW/P-PU-195

Welfare Research Fellowships

Description: This bank was created for the administration of the review of applications for research funds from the National Welfare Grants Program by senior welfare researchers and the administration of funds to those approved. Contents include the curriculum vitae of each applicant, education, employment, publications and the review committee members' comments on the research application. Only experienced researchers in the social welfare field are included. The bank is used by an external committee of social welfare researchers for the assessment of the competence of applicants to carry out their proposal and to assess the quality of the proposal. The names of successful applicants are made public.

Class of Individuals: General public.

Purpose: The information is compiled to permit the Department to pass judgement on the capacity of the applicant to undertake the proposed project.

Consistent Uses: Research applications are assessed by an external research committee.

Retention and Disposal Standards: Applications are maintained three fiscal years for unsuccessful applicants and six fiscal years for successful applicants.
PAC# = 78-034
Related to COR: NHW/WGD-410
TBS Registration Number: 000047

NHW/P-PU-205

Welfare Research Advisory Committee

Description: This bank records information provided by prospective members of this Research Advisory Committee, an external committee set up to review welfare research grant applications, senior welfare research fellowships and research group development grants. The bank includes the curriculum vitae of each member or prospective member, providing details about education, employment, and publications. Only experienced researchers in the social welfare fields are included. The bank is used as a pool of prospective and actual members of the Research Advisory Committee. Invitation to become a member is made by the Minister.

Class of Individuals: General public; prospective members of the Research Advisory Committee.

Purpose: To compile information on prospective members of the committee.

Consistent Uses: The selection of members for the Advisory Committee by the Department.

Retention and Disposal Standards: Records are maintained for two years in an active storage area and three years in a dormant storage area.
PAC# = 78-001
Related to COR: NHW/WGD-410
TBS Registration Number: 000049

Canada Assistance Plan

NHW/P-PU-210

General Assistance — Approval of Items of Special Need

Description: This bank records requests for federal approval of items of special need for provincial, municipal or territorial social assistance recipients. It includes name, address, provincial file number, the type and cost of the items for which approval is requested. Only recipients of provincial, ministerial or territorial social assistance payments with special needs are included.

Class of Individuals: Individuals who are recipients of provincial or territorial social assistance.

Purpose: The bank is used to approve costs in excess of $5 000 under the special needs cost-sharing provisions of the *Canada Assistance Plan Act.*

Retention and Disposal Standards: The retention period is currently being amended to a six year period. Pending approval of the Dominion Archivist records will be active for two years and dormant four years.
PAC# = 81-023
Related to COR: NHW/CAP-395
TBS Registration Number: 000050

NHW/P-PU-215

Vocational Rehabilitation of Disabled Persons — Records of Approval — Individual Costs

Description: This bank records requests for federal approval of cost-sharing in goods and services required by disabled persons covered under the *Vocational Rehabilitation of Disabled Persons Act.* It includes name, provincial file number, description of disability, goods/services required, cost and the relation of expenditure to vocational rehabilitation. Only persons who, because of physical or mental disability, are incapable of pursuing regularly any substantially gainful occupation and who receive certain vocational rehabilitation services from provinces are included.

Class of Individuals: Individuals who, because of physical or mental disability, are incabable of regularly pursuing any subtantially gainful occupation and who receive certain vocational rehabilitation services from provinces.

Purpose: The bank is used to approve cost-sharing of these provincial expenditures and to monitor program developments.

Consistent Uses: Departmental staff use the information to approve federal cost-sharing in the provision of certain items or services provided by provincial authorities, under the VRDP program and to monitor program developments.

Retention and Disposal Standards: Retention period is currently being amended to a six year period. Pending approval of the Dominion Archivist records will be active for two years and dormant for four years.
PAC# = 81-023
Related to COR: NHW/CAP-395
TBS Registration Number: 000051

Child Care Programs

NHW/P-PU-216

Child Care Initiatives Fund — Development Projects (New)

The bank records requests for federal approval of funding for development projects, research activities and enhanced information services that address child care problems or encourage the development fo services to improve the quality of child care in Canada under the Child Care Initiatives Fund (CCIF) and the Canada Child Care Act. It includes name, address, provincial file number, type of project, class of recipient and cost. The bank is used by an internal panel of department officials to assess applications and approve funding for development projects. The names of successful applicants are made public. The information relates to community groups; professional associations; union locals; non-profit organizations; voluntary organizations; educational institutions (e.g., universities and colleges); municipal, territorial and provincial agencies; and individuals. The information is used by the Selection Committee to approve contributions according to the appropriate program criteria, and to permit the Department to pass judgement on the capacity of the applicant to undertake the proposed project. The disposal criteria for this bank are to be established.

NHW/P-PU-217

Child Care Initiatives Fund — Demonstration Projects (New)

The bank records requests for federal approval of funding for demonstration projects and enhanced information services that address child care problems or encourage the development of services to improve the quality of child care in Canada under the Child Care Initiatives Fund (CCIF) and the Canada Child Care Act. It includes name, address, provincial file number, type of project, class of recipient and cost. The bank is used by an internal panel of departmental officials to assess applications and approve funding for demonstration projects. The names of successful applicants are made public. The information relates to community groups; professional associations; union locals; non-profit organizations; voluntary organizations; educational institutions (e.g., universities and colleges); municipal, territorial and provincial agencies; and individuals. The information is used by the Selection Committee to approve contributions according to the appropriate program criteria, and to permit the Department to pass judgement on the capacity of the applicant to undertake the proposed project. The disposal criteria for this bank are to be established.

NHW/P-PU-218
Child Care Initiatives Fund — Research Projects (New)

The bank records requests for federal approval of funding for applied research activities that address child care problems or encourage the development of services to improve the quality of child care in Canada under the Child Care Initiatives Fund (CCIF) and the Canada Child Care Act. It includes name, address, provincial file number, type of project, class of recipient and cost. The bank is used by an internal panel of departmental officials to assess applications and approve funding; and by a Review Committee of experts within and outside the Department for peer appraisal of overall scientific merit for applied research projects and studies. Invitation to become a member of the Review Committee is made by the Minister. The names of successful applicants are made public. The information relates to community groups; professional associations; union locals; non-profit organizations; voluntary organizations; educational institutions (e.g., universities and colleges); municipal, territorial and provincial agencies; and individuals. The information is used by a Review Committee to approve contributions according to the appropriate program criteria, and to permit the Department to pass judgement on the capacity of the applicant to undertake the proposed project. The disposal criteria for this bank are to be established.

NHW/P-PU-219
Child Care Initiatives Fund — Review Committee (New)

The bank records the names of potential Review Committee members. The information relates to the general public. The information is used to compile information on prospective members of the committee. The information is also used by the department to select members of the Review committee. The disposal criteria for this bank are to be established.

Fitness and Amateur Sports Branch

Any enquiries concerning the following banks should be addressed to:

Privacy Co-ordinator
Fitness and Amateur Sports Branch
Department of National Health and Welfare
10th Floor, Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0X6

NHW/P-PU-220
Athlete Assistance Program

This bank contains information on federal financial assistance to top Canadian athletes. It includes biographical data, performance results and academic information on each recipient. The purpose of this bank is to maintain an inventory on eligible athletes receiving federal financing. Records are retained while recipients are in receipt of financial support, and in accordance with the schedule of general records disposal for central registry files (five years).

NHW/P-PU-225
Associations Staffing

This bank contains candidate applications for employment, curricula vitae, position descriptions, selection profiles, lists of candidates, rating assessments, including evaluation notes from staffing boards, offers of employment and other correspondence concerning staffing. Records in the bank contain a variety of personal information which may include age, sex, social insurance number, education levels, work experience and performance appraisals. The bank provides a record of information used in staffing positions such as executive directors, technical directors, national coaches and/or other administrative positions within national sport and recreation associations. It is used by Fitness and Amateur Sport officers participating in hiring committees of national sport and recreation associations to determine eligibility of candidates. Records are retained in accordance with the schedule of general records disposal for central registry files (five years). They are then destroyed and the paper is recycled.

NHW/P-PU-230
Personal Service Contracts

This bank contains personal service contracts, invoices and records of payment for individuals under personal service contracts. It also includes job descriptions and contract employee policies. The purpose of this bank is to maintain an inventory of individuals under personal service contract, as well as records of payment. Records are retained in accordance with the schedule of general records disposal for central registry files (six years). They are then destroyed and the paper is recycled.

NHW/P-PU-235
Applications for Approved Research Projects

This bank contains applications/proposals for research projects, project titles, biographical notes/information on the principal researcher and/or co-researcher, the budget, a detailed description of the project and correspondence relating to the application decisions, the approved budget and financial accounting reports. The purpose of this bank is to support the administration of the Research Contribution Program and the financial accounting within Fitness and Amateur Sport. Records are retained in accordance with the schedule of general records disposal for central registry files (seven years). They are then destroyed and the paper is recycled.

NHW/P-PU-240
Order of Canada Nominees

This bank contains recommendations and biographical information, as well as related correspondence, on persons recommended as nominees for an Order of Canada Award. The purpose of this bank is to maintain an inventory of recommendations on persons in sport or recreation who may be nominated for an Order of Canada Award. The inventory of unsuccessful candidates is used for reconsideration of Award nominations. Records are retained for three years and are then forwarded to the National Archives of Canada..

Intergovernmental and International Affairs Branch

Any enquiries concerning the following bank should be addressed to:

Director, International Information and Planning
Intergovernmental and International Affairs Branch
National Health and Welfare
Room 994, Jeanne Mance Building

Tunney's Pasture
Ottawa, Ontario
K1A 0K9

NHW/P-PU-245
WHO Fellowship Program

This bank was created in 1972 to record information provided by applicants for World Health Organization (WHO) fellowships. Applicants included are either Canadian health professionals undertaking short-term studies abroad or foreign health professionals coming to study in Canada. Studies may be in the fields of environmental health, health care systems, or in medical, paramedical or other health-related fields. Contents are the application form which includes educational and employment history; study programs and reports, if prepared by Canadian fellows; and personal references on the Canadian applicant. This bank is used to provide personal and professional information on the Canadian applicant and his/her proposed study plan for the Canadian Selection Committee, which assesses the applications and recommends successful applicants to WHO. It is also used to provide personal and professional information on foreign applicants to Canadian health institutions in order to facilitate their placement for short-term of long-term studies in Canada. Canadian applications are assessed on a yearly basis. Information on foreign fellows is shared with Canadian universities, hospitals, professional organizations or health departments. The name of the candidate and the nature of the fellowship awarded may be published. Records on Canadian applications are held for four years while records on foreign applications are held for three years, and then destroyed.

Policy, Communication and Information

Any enquiries concerning the following bank should be addressed to:

Director General, Communications Directorate
National Health and Welfare
Room 542, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5

COMMUNICATIONS

NHW/P-PU-250
The Canada Volunteer and Thérèse Casgrain Awards

This bank was established in 1979 for the administration of the review of nominations for the Volunteer Canada Awards and the Thérèse Casgrain Award. It contains a nomination form and a statement about the volunteer services rendered by, and the education, training, occupation and work experience of, each nominee for these awards, together with the names, addresses, telephone numbers and signatures of the sponsors of each nominee. Only persons nominated for these awards are included. The information is used for the annual conferral of these awards and for the preparation of press releases about the recipients. The forms and statements are used only by the members of the National Selection Committee and the staff of the Lifestyle Award Secretariat of National Health and Welfare. These records are kept for three years for successful candidates and two years for unsuccessful nominees.

Access to Information and Privacy

Enquiries concerning the following banks should be addressed to:

Access to Information and Privacy Co-ordinator
Department of National Health and Welfare
Room 1352, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
(613) 954-8744

NHW/P-PU-255
Request for Information Pursuant to section 8(2)(*e*) of the Privacy Act

This bank records all requests submitted to the Department pursuant to paragraph 8(2)(*e*) of the *Privacy Act* by an investigative body specified in the regulations to the Act for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation if the request specified the purpose and describes the information to be disclosed to the investigative body. The information relates to those individuals who are being investigated by an investigative body specified in the regulations to paragraph 8(2)(*e*) of the *Privacy Act*. This information serves to record such requests and disclosures pursuant to paragraph 8(2)(*e*) of the *Privacy Act*. Requests submitted to the Department by an investigative body specified in regulations to paragraph 8(2)(*e*) of the *Privacy Act* are mandatorily required to be retained pursuant to subsection 8(4) of the Act and are retained for two years as specified in paragraph 7(*a*) of the Privacy regulations and destroyed at the termination of this period.

NHW/P-PU-260
Requests for information submitted by Canadians under the provisions of the Access to Information and the Privacy Acts

The bank records information provided by the applicants for information under the control of the Department pursuant to the *Access to Information Act* and the *Privacy Act* which meets the definition of Personal Information specified in section 3 of the *Privacy Act* and in accordance with section 10 of the *Privacy Act*. The information relates to those individuals who have a right to request information pursuant to section 4 of the *Access Act* and section 12(1) of the *Privacy Act*. This information is compiled for the purposes of the administration of the *Access to Information Act* and the *Privacy Act*. The information contained in the bank is used or is available for use for the administration of the *Access to Information Act* and the *Privacy Act* and is organized to be retrieved by name. The retention and disposal schedule is within the framework specified in the Treasury Board Interim Policy Guide.

Personnel Administration Branch

Any enquiries concerning the following banks should be addressed to:

Privacy Co-ordinator
Personnel Administration Branch
Room 238, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

NHW/P-PU-265
Personnel Selection Files (New)

This bank contains requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference, eligibility lists, all other documents used in establishing candidates' order of merit, and notification of appointment. This bank exists in accordance with section 10 of the *Public Service Employment Act* to record and provide information related to any process of personnel selection with or without competition. Records are retained for two years after the elegibility list expires or two years after it has been used for administrative purposes, and then destroyed.

NHW/P-PU-270
Second Language Evaluation (SLE) Test Requests and Results (New)

This bank contains basic personal information, SLE requests and record of results forms. Individuals completing a Personal Information Request Form are required to quote their social insurance number. This bank exists in accordance with sections 16 and 20(1) of the *Public Service Employment Act* to record SLE and language knowledge examination (LKE) scores and language assessment results for the purpose of appointment. Computerized records are retained for two years after they are superseded or become obsolete. Hard copy files are retained for two years. Records are then destroyed.

NHW/P-PU-275
Language Training File (New)

This bank contains personal data and aptitude and placement test results. The bank exists in accordance with section *5(b)* of the *Public Service Employment Act* to record information relating to the person's knowledge of and ability to learn the second official language prior to language training. Records are retained for the duration of the non-imperative staffing action, and then destroyed.

NHW/P-PU-280
Complaints (New)

Language complaint files document the nature, extent and scope of the complaints investigated. The information in these files is used to investigate conclusions made for the Commissioner of Official Languages in the performance of his or her duties pursuant to the *Official Languages Act*. The files are retained for five years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

CENTRAL BANKS

Public Service Health

Enquiries concerning Public Service Health information banks should be addressed to the regional managers at the following addresses:

Atlantic Region

Medical Services Branch
Health and Welfare Canada
3129 Kempt Road
Halifax, Nova Scotia
B3K 5N6

Quebec Region

Medical Services Branch
Health and Welfare Canada
Suite 202, 2nd Floor
East Tower
Place Guy-Favreau
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4

Ontario Region

Medical Services Branch
Health and Welfare Canada
301 Elgin Street
Ottawa, Ontario
K1A 0L3

Prairie Region

Medical Services Branch
Health and Welfare Canada
Room 900, Liberty Building
10506 Jasper Avenue
Edmonton, Alberta
T5J 2W9

Pacific Region

Medical Services Branch
Health and Welfare Canada
Suite 515
757 West Hastings Street
Vancouver, British Columbia
V6C 1A1

NHW/P-CE-701
Medical Records

This bank records the examination of public servants for health and statistical purposes, such as job placement, retirement, sick leave and program development, when required by the Public Service Commission or Treasury Board (i.e. pre-employment and periodic examinations); and for other purposes as defined by the *Public Service Superannuation Act* and other legislation. Data content includes physical examination reports, results of biochemical tests, X-rays, cardiograms, confidential sick leave reports, individual medical histories and consultants' reports. Only federal public servants are identified in the bank. Information is retained for the duration of employment plus one year and then transferred to the control of the National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided three to ten years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the National Archives of Canada. of Canada.

NHW/P-CE-702
Public Service Health Medical Review Board Files

This bank maintains a record of contentious medical cases assessed by the PSH Medical Review Board. The data content is mostly concerned with early retirement on medical grounds but includes other contentious cases submitted by regions under the PSH activity. The bank contains records on federal public servants, and is used for record keeping and to provide administrative advisory services to the Superannuation Branch. Information is retained for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided ten years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the National Archives of Canada.

NHW/P-CE-703
Health Unit Files

The purpose of these files is to maintain records of all health unit consultations. Data content includes emergency treatment, return to work visits, counselling and referral records, audiograms, examinations and troubled employee referrals. Only federal public servant records are included in the bank. The bank is used for individual counselling and health monitoring. Information is retained for the duration of employment plus one year and then transferred to the control of the National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided five years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the Dominion Archivist to be of historical interest or of archival value, are retained permanently by the National Archives of Canada.

PARTICULAR BANKS

NHW/P-PE-801
Departmental Complaints File (Employees)

Information in the bank includes *Canadian Human Rights Act* complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare. Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action. Files are kept for three years.

NHW/P-PE-802
Managerial and Confidential Exclusions Records

The purpose of this information bank is to record data on employees excluded from collective bargaining. Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. Records in the bank apply to all NHW employees excluded from collective bargaining for managerial or confidential reasons.

NHW/P-PE-803
Garnishment

The bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken. The purpose of this bank is to co-ordinate and control the garnishment process, to implement the pay administration aspects and to ensure that the Department responds to Court Orders within the time limit specified in the legislation. It enables execution of orders of garnishment, attachment or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Files are retained for two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows; if the employee moves to another department after the debt is paid, the file remains with the Department of National Health and Welfare and is destroyed after the two-year period.

NHW/P-PE-804
Person-Year Accounting and Control System (PYAC) (New)

This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System. The information relates to employees of the institution. The purpose of this bank is to record person-year utilization information which is used in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility. Records are destroyed one year after completion of a fiscal year.

NHW/P-PE-805
Priority Referral and Clearance Centre Files (New)

This bank contains basic personal data, statutory or administrative data, and results of referrals made to managers and/or staffing officers of the Department. This bank was created in accordance with sections 29, 30 and 37 of the *Public Service Employment Act* and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to employees with an administrative or statutory priority for appointment. It exists in accordance with various Public Service Commission policies in order to provide information relating to employees with a priority for appointment. Hard copy records are retained for five years from the date the employee's priority status is terminated, after which the records are destroyed. Computer files are kept indefinitely.

STANDARD BANKS

The following banks are located either at Headquarters or in the regions as indicated. Requests for access should be addressed as follows.

For enquiries concerning the security clearance and building-pass cards banks on all employees:

Chief, Security Clearance Division
Administrative Services Directorate
National Health and Welfare
Room 574, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

For enquiries concerning other Standard Banks:

Employees in the Pacific region
Pacific Region Personnel Services
National Health and Welfare
Federal Building, Suite 645
757 West Hastings Street
Vancouver, B.C.
V6C 3E7

Employees in the Atlantic provinces
Atlantic Region Personnel Services
National Health and Welfare
Suite 1124
5152 Duke Street
Halifax, N.S.
B3J 1P4

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Employees in the Quebec region
Quebec Region Personnel Office
National Health and Welfare
6th Floor, 330 rue de la Gare du Palais
Quebec, Quebec
G1K 7L5

Employees in the Ontario region
Ontario Region Personnel Office
National Health and Welfare
200 Town Centre Court, Suite 1131
Scarborough, Ontario
M1P 4X8

Employees in the Prairie region
Prairie Region Personnel Office
Health and Welfare Canada
1st Floor, 303 Main Street
Winnipeg, Manitoba
R3C 3G7

Employees in the Alberta region
Alberta Region Personnel Office
National Health and Welfare
Suite 855
9700 Jasper Avenue
Edmonton, Alberta
T5J H3C

Employees in the National Capital region
Personnel Administration Branch
Room 238, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9

NHW/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000052

NHW/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000053

NHW/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000054

NHW/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000055

NHW/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000056

NHW/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000057

NHW/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000058

NHW/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000059

NHW/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000060

NHW/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000061

NHW/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000062

NHW/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000063

NHW/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000064

NHW/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000065

NHW/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000066

NHW/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000067

NHW/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000068

NHW/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000069

NHW/P-SE-920
Incentive Awards (New)
See Standard Bank Descriptions (Section II).

Deleted Personal Information Banks

The following classes of records have been transferred to the National Archives of Canada:

NHW/P-PU-090	Family Planning Research Projects
NHW/P-PU-095	Family Planning — Fellowship Grants

DEPARTMENT OF NATIONAL REVENUE
(CUSTOMS AND EXCISE)

Chapter 49

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

Background

The Department of National Revenue was established under the provisions of the *Department of National Revenue Act*, R.S.C. 1979, c.5. The Department consists of two components: Taxation, and Customs and Excise. Each component is headed by a deputy minister and operates administratively as an independent department.

The primary objective of the Customs and Excise component is to assess, collect and control duties and taxes on imported and domestically-produced goods. Unless otherwise specified, all information banks listed for the Department are used for these derivative purposes only.

Access Procedures

All formal requests for access to these banks are to be made on the prescribed form and forwarded to:

Access to Information and Privacy Co-ordinator
National Revenue, Customs and Excise
7th Floor, Connaught Building
Ottawa, Ontario
K1A 0L5
(613) 957-9200

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Customs Operations Branch

RCC/P-PU-005
Complaints
Description: The bank consists of investigation reports and replies to complaints from individuals who have experienced difficulties at customs.
Class of Individuals: Members of the general public and employees of Customs and Excise.
Purpose: The purpose of this bank is to maintain a record of complaints related to personnel and procedures.
Consistent Uses: To provide ongoing statistical reports to senior management and regional management on the number and types of complaints by mode and location.
Retention and Disposal Standards: Files are retained for five years and destroyed.
PAC# = 80-022
Related to COR: RCC/CPE-135
TBS Registration Number: 000005

RCC/P-PU-010
Assault Cases
Description: The bank consists of investigation reports and related correspondence between departmental officials and is restricted to persons suspected of having committed an assault against custom officers.
Class of Individuals: Members of the general public.
Purpose: The purpose of the bank is to determine whether prosecution of the suspected individual is warranted.
Consistent Uses: The information is used to determine whether prosecution of the suspected individual is warranted; also, to provide ongoing statistical reports to senior management and regional management on the number and type of assault cases.
Retention and Disposal Standards: Records are maintained for five years and destroyed.
PAC# = 80-022
Related to COR: RCC/CPE-150
TBS Registration Number: 000006

RCC/P-PU-015
Customs Intelligence Records
Description: The bank contains personal information about individuals who are suspected or known to be violators of the laws enforced in whole or in part by departmental officials. The bank also contains information on corporations, companies and organizations that are known to have, or are suspected to have, been involved in offences. The Department ceased collection of information for this bank in 1987.
Class of Individuals: Members of the general public.
Purpose: This information is used by the Department, as well as by domestic and foreign law enforcement and investigative agencies, in the administration or enforcement of the law and in detection, prevention, or suppression of criminal activity, especially as it concerns the laws relating to the importation and exportation of goods.
Consistent Uses: It is used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Records will be retained for a minimum of five years and will then be destroyed. Where by law, or due to operational requirements, records must be retained for a longer period, they will be kept accordingly.
PAC# = 80-022
Related to COR: RCC/CPE-155
TBS Registration Number: 000007

RCC/P-PU-020
Investigations
Description: The information held in this bank consists of narrative investigation reports which describe the information that has led to a particular investigation and the subsequent steps taken. Coverage is restricted to persons and/or companies suspected of having committed infractions.
Class of Individuals: Members of the general public.
Purpose: The purpose of this bank is to maintain records to assist in the enforcement of the *Customs Act* and other Acts pertaining to Customs.
Consistent Uses: The information is used primarily to investigate possible, alleged or known infractions against the *Customs Act* and other related Acts.
Retention and Disposal Standards: Investigation reports are retained for ten years and destroyed.
PAC# = 80-022
Related to COR: RCC/CPE-150
TBS Registration Number: 000008

RCC/P-PU-025
Applications for Customs House Brokers Licence
Description: Information in this bank includes the qualifying examinations written by the applicant, an assessment by the Department of the suitability of the applicant to be a customs broker, and business information.
Class of Individuals: Members of the general public.
Purpose: The purpose of this bank is to maintain a record of all persons who have applied to become customs brokers.
Consistent Uses: The information is used to maintain a record of all persons who have applied to become customs brokers.
Retention and Disposal Standards: Files are retained for seven years after a licence is cancelled or an application rejected, then destroyed.
PAC# = 80-022
Related to COR: RCC/CPE-135
TBS Registration Number: 000009

RCC/P-PU-030
Unpaid Accounts
Description: This bank contains records of those importers who have unpaid accounts. When an importer fails to account for customs duties payable on imported goods within a specified time limit, his name is circulated to ports of entry within that region and to other regions across Canada, depending on the circumstances.
Class of Individuals: Members of the importing public.
Purpose: The purpose of this bank is to maintain records of those importers who have unpaid accounts. The list of names is used to alert customs officials to detain the goods of those importers whose names appear thereon.
Retention and Disposal Standards: Names are retained in this bank indeterminately.
PAC# = 80-022
Related to COR: RCC/CPE-135
TBS Registration Number: 000010

Customs Programs Branch

RCC/P-PU-035
Seizure Records
Description: The bank contains records of goods seized from individuals or firms, and of ascertained forfeitures in cases where the goods are unobtainable, including descriptions of the goods, reason for seizure and the seizing officer's report.
Class of Individuals: Members of the importing public.
Purpose: The purpose of this bank is to maintain seizure reports and files from regional and headquarters Customs officials and the RCMP. Based on the information and representations on file, a determination is made by the Adjudications Division on whether there is a seizure under law (e.g. *Customs Act* and *Excise Act*) and if it is equitable. All seizures are "in rem" (against goods) and names of individuals are held for reference purposes only.
Retention and Disposal Standards: Index cards and files are retained for five years and reports are retained for one year then destroyed.
PAC# = 80-022
Related to COR: RCC/CPG-250
TBS Registration Number: 000011

RCC/P-PU-040
Duty Free Shop Applicants (Land Border)
Description: This bank contains application packages submitted to the Department from individuals interested in operating a duty free shop at the land border and the Department's evaluation as to their suitability.
Class of Individuals: Individuals interested in operating a duty free shop at land borders in Canada.
Purpose: To assess duty free shop applicants on a competitive basis.
Retention and Disposal Standards: Files are retained for a period of ten years and destroyed.
PAC# = 80-022
Related to COR: RCC/CPE-275
TBS Registration Number: 000012

RCC/P-PU-041
Traveller Declaration Cards (New)
Description: The bank consists of records of all written declarations filed at Customs by travellers on arrival in Canada.
Class of Individuals: General public
Purpose: To facilitate the Customs clearance process for all travellers and to enable monitoring of exemption claims made by residents of Canada.
Consistent Uses: To comply with the *Privacy Act* and to provide copies of documents when requested under the *Access to Information Act*. The bank also provides a database for computer-assisted audits of infractions of double exemptions during the calendar year.
Retention and Disposal Standards: Files are retained two years from date of last administrative action.
PAC# = 82-012
TBS Registration Number: 002271

Excise Branch

RCC/P-PU-045
Claims for Refund of Taxes Paid Under the Excise Tax Act
Description: Data include claimant's name, address, telephone number and reason a refund is being requested.
Class of Individuals: Members of the general public.
Purpose: The purpose of this bank is to maintain a record of the names and addresses of the claimants making application for refund of federal sales and/or excise taxes paid under the provisions of the *Excise Tax Act*. The bank is used to identify and support each amount of tax refunded.
Retention and Disposal Standards: Records are maintained for a period of five years then destroyed.
PAC# = 80-022
TBS Registration Number: 000013

RCC/P-PU-050
Applicants for Refund of Federal Excise Tax on Gasoline
Description: Data include information respecting each claimant's social insurance number, employee status and group. Individuals identified in this bank have filed a gasoline refund claim. Use of the social insurance number (SIN) is authorized by the Gasoline and Aviation Gasoline Excise Tax Application Regulations (SOR 85-322). The SIN is used as an identification number. Its use is not compulsory.
Class of Individuals: Members of the public who have filed a claim for a gasoline tax refund.
Purpose: This bank exists for the purpose of making transfer payments to members of the general public making application under the *Excise Tax Act* for a refund of the excise tax paid on gasoline used for business purposes. The bank is used for the purpose of examining individual claims for gasoline excise tax refunds, and may be used to inspect claimant's receipts and supporting documents related to such claims.
Retention and Disposal Standards: Each claim is retained for a period of seven years and then destroyed.
PAC# = 80-022; 80-012
Related to COR: RCC/EPE-050
TBS Registration Number: 000014

RCC/P-PU-055
Application for Federal Fuel Tax Rebate
Description: Data include information about each claimant, bulk permit holder and registered vendor. Included are social insurance number, claimant status and type, employer number where applicable and information about amounts of refunds claimed and paid. Use of the social insurance number (SIN) is authorized by the Gasoline and Aviation Gasoline Excise Tax Application Regulations (SOR 85-322). The SIN is used as an identification number. Its use is not compulsory.
Class of Individuals: Members of the public who have filed a claim for the fuel tax rebate, applied for a bulk permit or applied to be a registered vendor.
Purpose: The banks exists for the purpose of payment to members of the general public making applications under the *Excise Tax Act* for rebate of a portion of the federal sales tax paid on gasoline and diesel fuel purchased for off-highway use in certain activities specified by the *Excise Tax Act*.
Retention and Disposal Standards: Claims are retained for a period of seven years then destroyed.
PAC# = 80-022; 80-012
Related to COR: RCC/EPE-055
TBS Registration Number: 000015

RCC/P-PU-060

Debts Written Off as Uncollectable

Description: Data include names, nature and amount of debt, the results of collection action taken, description of assets and disposition of proceeds.

Class of Individuals: Members of the general public.

Purpose: The purpose of this bank is to maintain a record of firms and individuals owing a debt to the Crown, on which all appropriate collection action has not resulted in successful collection of the debt. The bank is used by the Uncollectable Accounts Committee to approve recommendations for authority to delete accounts under existing legislation.

Consistent Uses: The forms are presented to the Minister or the Treasury Board, as appropriate, depending on amount, for written authorization to write off the accounts.

Retention and Disposal Standards: Case files are retained for seven years after action is completed, and then destroyed. Form (E157) Recommendation for Write-Off of Uncollectable Accounts retained in perpetuity.

PAC# = 80-022; 82-012

TBS Registration Number: 000016

Corporate Management Branch

RCC/P-PU-065

Damage Claims and Ex Gratia Payments

Description: This bank usually contains names and addresses of persons involved in damage claims, defalcations, losses and ex gratia payments, and describes the circumstances in each case.

Class of Individuals: Departmental employees and the general public.

Purpose: The purpose of this bank is to maintain information on incidents involving a claim by or against the Crown, a defalcation, a loss, or a request for an ex gratia payment.

Consistent Uses: The data is used to determine an equitable settlement in each case, and may be provided to the Treasury Board and the Department of Justice.

Retention and Disposal Standards: Individual files are maintained until the case comes to a conclusion. The information is then transferred to an amalgamated file which is retained for five years.

PAC# = 80-022

TBS Registration Number: 000017

Departmental and International Affairs

RCC/P-PU-070

Access to Information and Privacy Request Data Bank

Description: This bank contains the access request forms sent by individuals making application under the *Access to Information Act* or *Privacy Act*, the replies to such requests and information related to their processing.

Class of Individuals: Members of the general public and employees of the Department.

Purpose: The purpose of this bank is to maintain a record of individuals who have made application under the *Access to Information Act* and *Privacy Act*.

Consistent Uses: The data in this bank is used to process access requests only, and to report on the number of access requests received annually.

Retention and Disposal Standards: Files are maintained for two years.

PAC# = 80-022

Related to COR: RCC/INT-440

TBS Registration Number: 000018

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all requests for formal access to:

Privacy Co-ordinator
National Revenue, Customs and Excise
7th Floor, Connaught Building
Mackenzie Avenue
Ottawa, Ontario
K1A 0L5
(613) 957-9200

PARTICULAR BANKS

RCC/P-PE-801

Customs and Excise College Student Records

Description: Data include examination results, course reports, biographical information prepared by the student and a report to the work unit pertaining to performance on the course. Course title and dates of the particular training are to be quoted for access to information.

Class of Individuals: Employees of Customs and Excise who are current or former students at the Customs and Excise College.

Purpose: The purpose of this bank is to maintain records required in the administration of the Customs and Excise College. It is used to evaluate perfomance and to assist in career planning and work assignments.

Retention and Disposal Standards: Records are retained for five years after completion of the particular training.

PAC# = 86-001

TBS Registration Number: 000002

RCC/P-PE-802

Managerial and Confidential Exclusions

Description: Information in this bank includes effective date of exclusion, bargaining unit identification, position number and title, employee group and level, organizational location and the rationale on which the employee was excluded. Decisions on employees' exclusion status is attached to the employee personnel record.

Class of Individuals: Employees of Customs and Excise.

Purpose: The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Department and is the only official record of exclusion status.

Retention and Disposal Standards: Notice of acceptance or objection is retained for three years and exclusion case files for five years.

PAC# = 86-001

TBS Registration Number: 000003

RCC/P-PE-803

Internal Investigations

Description: This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees.

Class of Individuals: Current or former employees of Customs and Excise.

Purpose: The purpose of this bank is to record all information concerning alleged or suspected malfeasance arising from employee involvement in violations of Customs and Excise legislation or of other laws which could adversely affect the interests of the Department.

Consistent Uses: The information is used to determine an appropriate course of action, including recovery of stolen funds, disciplinary action against individuals or prosecution, and to comply with the Public Officers' Guarantee Regulations and the Public Service Terms and Conditions of Employment regulations.

Retention and Disposal Standards: Files are maintained for a minimum of five years.
PAC# = 86-001
TBS Registration Number: 000004

RCC/P-PE-804
Information Disclosed to Investigative Bodies
Description: This personal information bank contains a copy of access request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the *Privacy Act* to Customs and Excise under section 8(2)(*e*) of the same Act. These nation-wide requests are made concerning individuals for the purpose of law enforcement. The bank also contains the replies to such requests and gives particulars concerning information related to their processing.
Class of Individuals: Individuals involved in investigations under the *Criminal Code*, federal and provincial statutes and municipal bylaws.
Purpose: In order to account for the number of requests under section 8(2)(*e*) of the *Privacy Act*.
Consistent Uses: This bank will allow for the auditing of the procedures utilized for the exchange of personal information with Investigative Bodies under section 8(2)(*e*) of the Privacy Act.
Retention and Disposal Standards: Two years and then destroyed.
PAC# = 80-022
TBS Registration Number: 001781

STANDARD BANKS

RCC/P-SE-901
Employee Personnel Records
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000019

RCC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000020

RCC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000021

RCC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000022

RCC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000023

RCC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000024

RCC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000025

RCC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000026

RCC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000027

RCC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 00028

RCC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000029

RCC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000030

RCC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000031

RCC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000032

RCC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000033

RCC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000034

RCC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000035

RCC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000036

RCC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000037

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

Chapter 50

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

Overall Responsibilities

National Revenue (Taxation) is responsible for the administration and collection of individual and corporate income tax under the *Income Tax Act*. It collects provincial income tax from individuals for all provinces, except Québec, and from corporations for all provinces, except Québec, Ontario and Alberta. It also collects contributions under the Canada Pension Plan and premiums under the *Unemployment Insurance Act*, and taxes under the *Petroleum and Gas Revenue Tax Act*.

Access Procedures

Requests should be addressed to:

Access and Privacy Co-ordinator
Revenue Canada (Taxation)
Head Office
Ottawa, Ontario
K1A 0L8
(613) 598-4091

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

RCT/P-PU-005
Individual Income Tax Return
Description: This bank contains all information supplied by the taxpayer on the taxpayer's annual income tax return, as well as correspondence, third-party information and departmental working papers relating thereto. Access will not be permitted without authority and/or adequate proof of identification, including a social insurance number and signature.
Class of Individuals: Taxpayers.
Purpose: The purpose of this bank is to provide financial information required in the administration and enforcement of the *Income Tax Act* and Regulations of Canada and nine provinces, parts of the *Canada Pension Plan*, and the *Unemployment Insurance Act* and Regulations, for which this department is responsible.
Consistent Uses: The principal use of this bank is to support the audit programs, enforcement procedures, and collection actions required, and to respond to taxpayers' enquiries regarding their income tax affairs. Use of selected information from this bank is made by Statistics Canada in light of entitlement prescribed in the *Statistics Act*, and by Consumer and Corporate Affairs Canada as prescribed in the *Tax Rebate Discounting Act*. Information received from employers and other sources is used to verify, for subsequent adjustment where necessary, income and deduction data reported by a taxpayer.
Retention and Disposal Standards: Tax returns of all taxpayers are retained for the current tax year and the four taxation years immediately prior.
TBS Registration Number: 002014

RCT/P-PU-010
Petroleum and Gas Revenue Tax Return

This bank contains all information supplied by the taxpayer on his or her annual Petroleum and Gas Revenue Tax Return, as well as correspondence, third-party information and departmental working papers relating thereto. The taxpayer may be an individual, a trust, a corporation or some other business entity. The purpose of this bank is to provide financial information required in the administration and enforcement of the *Petroleum and Gas Revenue Tax Act*. These returns are retained for the current tax year and the four taxation years immediately prior. The principal use of this bank is to support the audit programs, enforcement procedures, and collections actions required, and to respond to the relevant taxpayers' enquiries regarding their petroleum and gas revenue tax affairs. Access will not be permitted without adequate proof of identification, including account number, signature and/or authority.

RCT/P-PU-015
T3 Trust Information Return and Income Tax Return

This bank contains all information supplied by every person acting in a fiduciary capacity, such as executor, trustee or administrator for a trust, as well as correspondence and departmental working papers relating thereto. The purpose of this bank is to provide financial information and enforcement of the *Income Tax Act* and Regulations, as they relate to a trust. The principal use of this bank is to support the audit programs, enforcement procedures, and/or collection actions required, and to respond to enquiries originating from executors, trustees or administrators of an estate or trust. Access will be permitted with adequate proof of identification, including social insurance number, signature and/or authority. The returns are retained for the current taxation year and the four taxation years immediately prior.

RCT/P-PU-020
Special Returns by Plan Trusts (T3R-IND, T3H-IND, T3RIF-IND)

The purpose of this bank is to maintain T3R-IND, Registered Retirement Savings Plan Individual Information Return and Income Tax Return filed by trustees of such plans, other than plans whose filing requirements are met by the filing of a T3R-G return; T3H-IND, Registered Home Ownership Savings Plan Individual Information Return and Income Tax Return, filed by trustees of such plans; and T3RIF-IND, Registered Retirement Income Fund Individual Return and Income Tax Return filed by trustees of such plans, other than plans whose filing requirements are met by the filing of a T3RIF-G return; and related correspondence. The principal use of this bank is to facilitate the assessment and collection of taxes owed by the trusts, and to support audit programs and enforcement procedures with regard to the investments of the trusts. Access will be permitted with adequate proof of identification, including social insurance number, signature and/or authority. The returns are retained for the current taxation year and the four taxation years immediately prior.

RCT/P-PU-025
Non-Compliance Identification Research Data

This bank contains information relating to financial transactions of individuals, including names and addresses. It is used to assist in audit, investigative and other compliance actions taken under the *Income Tax Act*. The purpose is to (1) detect non-filers of income tax and information returns and (2) confirm the correctness of reported taxable income. The information includes publicly available data obtained from federal, provincial and municipal governments, such as lists of shipping, Canadian civil aircraft registrations, municipal building permits, business licences, and business and city directories. It also includes information on some federal government subsidy and incentive programs, as well as information obtained in confidence from a variety of other sources in the public sector, such as marketing and distribution boards, colleges, and school boards. Some information is also obtained from the business and commercial sector regarding the purchase of goods and services, such as delivery of raw materials, removal of waste products, provision of security services and free-lance professional and administrative services. When the information described above is first collected, it is included in the Class of Personal Information described subsequently in this part of the Personal Information Index. Once organized for a compliance action, this personal information becomes part of this bank and is normally retrievable by name and some other personal identifier. Some of the information in this bank may subsequently be transferred to other established personal information banks. Access will not be permitted without the necessary authority and/or adequate proof of identification including a social insurance number and signature. The retention period varies according to the record schedules of the general subject files in which they are stored.

RCT/P-PU-030
Tax Evasion Cases

Description: This information bank contains information relating to the personal and financial characteristics of taxpayers who are, or have been, under investigation for tax evasion. Records of the status of active investigations, completed cases and their results, current investigative projects, and records of individuals whose files have been referred for application of a penalty under subsection 163(1) of the *Income Tax Act* are included.

Class of Individuals: Taxpayers who are or have been under investigation for tax evasion.

Purpose: The bank is maintained in order to investigate cases of tax evasion.

Retention and Disposal Standards: The head office records in this bank are maintained for seven years after the case is closed or after the expiration of all appeal periods, whichever is later; the field office records are maintained for ten years. This bank has been designated by an Order-in-Council as an exempt bank, pursuant to section 18(1) of the *Privacy Act*.

TBS Registration Number: 002015

RCT/P-PU-035
Tax Avoidance Cases

Description: This bank contains information relating to the personal and financial characteristics of taxpayers who are, or have been, under investigation for tax avoidance. Records of the status of active investigations, completed cases and their results and current investigative projects are included. Access will not be permitted without the necessary authority and/or adequate proof of identification, including a social insurance number and signature.

Class of Individuals: Taxpayers who are or have been under investigation for tax avoidance.

Purpose: The information is compiled to discover and investigate tax avoidance schemes and to take remedial action as required, by reassessment under the existing law, by recommending amendments to the law, or by recommending changes in administrative procedures and practices.

Retention and Disposal Standards: Records are maintained for three years after the case is closed or expiration of all appeal periods, whichever is later.

TBS Registration Number: 002016

RCT/P-PU-040
Taxation Taxpayer Master File

This bank serves as a depository for taxpayer information (taxpayer account number, name and address, and the last four years of tax data). Access will not be permitted without the necessary authority and/or adequate proof of identification, including a social insurance number and signature. Information in the bank relates to residents of Canada as of December 31 of each year who have taxable income and are required to file an income tax return. The principal use of this bank is to assess T1 individual tax returns. This bank provides statistical data for several analysis and support systems; provides and maintains a uniform account number system for taxpayer identification by using the Temporary Taxation Number, or social insurance number which is used in Canada by the Central Index; and enables Revenue Canada (Taxation) to administer, under the approved authority, the *Unemployment Insurance Act* and *Canada Pension Plan Act*. The information in this bank concerns persons who are residents of Canada as of December 31 of each year, have taxable income and are required to file an income tax return. The principal use of this bank is to assess T1 individual tax returns. Identification and income data is provided to Health and Welfare to verify claims for the Guaranteed Income Supplement Program, and to provide a Canada Pension Plan record of earnings. Information is exchanged with the Department of Immigration as provided for under the *Canada Pension Plan Act* and *Unemployment Insurance Act*. Use of selected information from this bank is made by Statistics Canada in light of entitlement prescribed in the *Statistics Act*.

RCT/P-PU-045
Taxation Rapid Information

This bank contains selected data from the taxpayer master file and the centralized accounting and collections master file, e.g. identification, filing, assessment, refund data and amount, and tax accounting transactions and collection data. Coverage is restricted to individual taxpayers. The purpose of this bank is to provide on-line access from district offices to individual taxpayers' computer records of their tax assessment, accounting and/or collection data. The principal use of this bank is to provide immediate responses to taxpayer enquiries received at any district taxation office. Access will not be permitted without adequate proof of identification, including social insurance number and/or authority. New rapid files are created every calendar year and updated as activity occurs in the "parent" files. Where the new file is created the old file is destroyed.

RCT/P-PU-050
Taxation Record of Individual Tax Accounts

Description: This information bank consists of computer generated printouts which detail the information contained in the centralized individual accounting and collection system computer file. The printouts are used by collection officers in their duties of enforcing compliance of payment of taxes by delinquent taxpayers in those cases where the accounts have been referred to district offices and regional processing centres for possible legal action. Collection officers note details of investigative actions taken and/or planned based on information gathered from audits, third parties, legal opinions, court actions, personal contact, etc. In cases where such information is voluminous, or necessarily includes the retention of documents, the printout information may be supplemented with a collection file or docket. Information pertaining to a taxpayer's indebtedness is supplied to the taxpayer's debtors and the courts to facilitate attachment. Access to printouts will be permitted when there is adequate proof of identification, including social insurance number, signature and/or authority.

Class of Individuals: Delinquent taxpayers.

Purpose: The purpose of the bank is to maintain records which detail the information contained in the centralized individual Accounting and Collection System computer file. This information is used by collection officers in their enforcement duties regarding payment of taxes in cases where the accounts have been referred to district offices and regional processing centres for possible legal action. Information pertaining to a taxpayer's indebtedness is supplied to the taxpayer's debtors and the courts to facilitate attachment. In cases where such information is voluminous, or necessarily includes the retention of documents, the printout information may be supplemented with a collection file or docket.

Retention and Disposal Standards: Account printouts and related collection files, if any, are destroyed two years after the account is paid in full.

TBS Registration Number: 002017

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

RCT/P-PU-055

Taxation Centralized Individual Accounting and Collection Master File

Description: Records maintained in this bank are categorized by status (e.g. credit available, collection letter due) and include all financial transactions between individual taxpayers and the department. Access will not be permitted without adequate proof of identification including social insurance number and/or authority. The ongoing master file is updated continuously. At year-end, inactive records are purged and maintained on a microfiche file for historical purposes. These historical files are not used for ongoing administrative purposes.

Class of Individuals: Individual taxpayers.

Purpose: The purpose of this bank is to account for T1 accounts receivable and instalment credits of individual taxpayers, and to carry out the collection of individual tax, penalty, interest and law costs related thereto.

Consistent Uses: The principal use of this bank is to record amounts owed by individuals or any instalment payments being held for future use. Where applicable, information pertaining to a taxpayer's indebtedness is supplied to the taxpayer's debtors and the courts to facilitate attachment.

Retention and Disposal Standards: The master file is retained for five years after the CINDAC program, and the historical file is retained internally for two calendar years and then forwarded to the National Archives of Canada.

Related to COR: RCT/PSB-197

TBS Registration Number: 002017

RCT/P-PU-060

Petroleum and Gas Production Revenue Tax Accounts

Description: This data bank, which is maintained in the Ottawa Taxation Centre, contains records of all payments of Part I Tax, and all interest and penalties assessed in accordance with the requirements of the *Petroleum and Gas Revenue Tax Act*. This information is recorded on ledger cards.

Class of Individuals: Individual taxpayers.

Purpose: The purpose of this bank is to establish and maintain an up-to-date accounting record of transactions relating to the administration of the *Petroleum and Gas Revenue Tax*.

Consistent Uses: Collection account advices, containing ledger card information, are prepared for district office collection officers to reference when enforcing payment of taxes by delinquent taxpayers. Access to information pertaining to these accounts will be permitted when adequate proof of identification is provided, e.g., an account number, signature and/or authorization from the taxpayer.

Retention and Disposal Standards: Ledger cards are maintained for five years subsequent to the account becoming nil.

Related to COR: RCT/PSB-192

TBS Registration Number: 002203

RCT/P-PU-061

Retirement Compensation Arrangements Refundable Tax Accounts (New)

Description: This data bank, which is maintained in the Winnipeg Taxation Centre, contains records of all payments and assessments of Part XI.3 Tax, including all interest and penalties assessed in accordance with the requirements of the *Income Tax Act*. This information is recorded on ledger cards.

Class of Individuals: Individual taxpayers.

Purpose: The purpose of this bank is to establish and maintain an up-to-date accounting record of transactions related to the administration of the *Income Tax Act*, specifically Part XI.3.

Consistent Uses: Collection Account Advices, containing ledger card information, are prepared for District Office collections officers to reference when enforcing payment of taxes by delinquent taxpayers. Access to information pertaining to these accounts will be poermitted when adequate proof of identification is provided, e.g., account number, signature and/or authorization from the taxpayer.

Retention and Disposal Standards: Ledger cards are maintained for six years subsequent to the accounts becoming nil.

Related to COR: RCT/PSB-192

TBS Registration Number: 002204

RCT/P-PU-062

Advance Child Tax Credit (ACTC) Data Bank (New)

Description: This data bank contains information on the taxpayers who meet the eligibility criteria for a prepayment cheque. It contains the information used to determine an individual's eligibility and the reasons why a cheque may have been withheld (e.g., debt owing to the Department, bankruptcy). In addition, it records any subsequent activity on an individual's ACTC account (e.g., cheque returned to the Department, additional cheque issued).

Class of Individuals: Individual taxpayers.

Purpose: The purpose of this bank is to provide an up-to-date record of all the activities on an individual's ACTC account.

Consistent Uses: This data bank enables the field staff, who is the principal user of the system, to reply to taxpayer's enquiries accurately and in a reasonable period of time.

Retention and Disposal Standards: The information on the database will be maintained for a five-year period.

Related to COR: RCT/PSB-192

TBS Registration Number: 002205

RCT/P-PU-065

NR4-NR4A Summary and Supplementary — Non-Resident Information Returns

Description: This bank contains information returns, i.e. NR-4, NR-4A, NR-601, NR-602, and undertakings to file income tax returns by non-residents, receiving rents from real estate property or receiving a timber royalty, i.e. NR-6, and documents to support an assessment notice to the Canadian payor or the non-resident recipient. Access will not be permitted without the necessary authorization and/or adequate proof of identification including a social insurance number and signature.

Class of Individuals: Canadian payors making payments to non-resident beneficial owners of investment type income in Canada, including pensions, annuities and similar payments.

Purpose: The purpose of this bank is to maintain information returns filed by Canadian payors or disbursing agents who report income aggregating ten dollars or more, paid, credited or distributed to non-residents of Canada, which are taxable/non-taxable under Part XIII of the *Income Tax Act*.

Consistent Uses: These records are also used for the purpose of verification of and compliance with the administrative requirements of Part XIII of the *Income Tax Act*.

Retention and Disposal Standards: Records are maintained for a period of three years (current year and two preceding years).

TBS Registration Number: 002019

RCT/P-PU-070

Canada Pension Plan and Unemployment Insurance Rulings Documents

Description: This bank contains departmental forms such as CPT-1, CPT-1A, CPT-1B, CPT-1C, working papers, and related documents such as contracts, statements from workers and payors, etc., that were used in making each individual ruling. Access will not be permitted without the necessary authorization and/or proof of identification, including a social insurance number and signature.

Class of Individuals: Individual workers and employers.

Purpose: The purpose of this bank is to record rulings issued by Revenue Canada (Taxation) officials as to whether individuals are in pensionable or insurable employment under the *Canada Pension Plan* or the *Unemployment Insurance Act*, 1971, respectively. This has a

direct effect on the individual's entitlements to unemployment insurance benefits and eventual *Canada Pension Plan* benefits, and the related premium and contribution payments.
Retention and Disposal Standards: Records are maintained for a period of three years (the current year and two preceding years).
TBS Registration Number: 002020

RCT/P-PU-075
Appeals Regarding the Canada Pension Plan and the Unemployment Insurance Act, 1971

This bank contains records of applications for the determination of a question pertaining to the requirements for and amounts of contributions or premiums under the *Canada Pension Plan* or *Unemployment Insurance Act*. It includes the resulting decisions by the Minister of National Revenue, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification consisting of name, address, and social insurance number and/or proof of authority by a representative. Where a decision of the Minister has been appealed, the records pertaining to that decision are kept for two years following the outcome of the last appeal. Where the Minister's decision is not appealed, the records are maintained for two years following the issuance of the decision.

RCT/P-PU-080
Appeals Regarding Insurable Employment

This bank contains records of applications for the determination of a question for Unemployment Insurance purposes pertaining to an individual's insurability and employment status. It includes the resulting decisions by the Minister of National Revenue, documentary evidence supporting each decision and any subsequent appeals. Access will be provided upon proof of identification including name, address, and social insurance number and/or proof of authority by a representative. Where a decision of the Minister has been appealed, the records pertaining to that decision are kept for two years following the outcome of the last appeal. Where the Minister's decision is not appealed, the records are maintained for two years following the issuance of the decision.

RCT/P-PU-085
Taxation Competent Authority Cases
Description: Competent Authority Cases are records of negotiations with foreign countries with respect to double taxation. These files contain information provided by the foreign country, taxation, the taxpayer and/or his agent. Access will be provided upon proof of identification including name, address and social insurance number and/or, in the case of a representative, proof of authorization.
Class of Individuals: Individuals subjected to actual or potential double taxation, related individuals and certain unrelated individuals used for comparative purposes.
Purpose: The information is compiled to discuss and resolve competent authority cases.
Consistent Uses: Information may be used to deal with similar and comparable cases. Information may be disclosed to foreign or provincial governments to the extent that it is relevant in dealing with a particular taxpayer's double taxation problem.
Retention and Disposal Standards: Records in this bank are retained for ten calendar years.
TBS Registration Number: 002021

RCT/P-PU-090
Taxation Rulings Subject Matter Files

This bank contains correspondence received from individuals requesting an interpretation of a section, subsection, etc., of the *Income Tax Act* or another law related thereto and the replies sent by the Department of National Revenue (Taxation). The purpose of the bank is to file correspondence from and to taxpayers on matters related to the *Income Tax Act* and Regulations. This bank is used for records retention and maintenance only. Access to a record will be provided upon proof of identification including name, address, signature and social insurance number. In some instances, correspondence may be filed in the name of the taxpayer's representative. In these cases, the name and address of the representative should also be included on the Record Access Request Form. The subject matter and date of the requested correspondence is also required. Records in this bank are maintained for seven years.

RCT/P-PU-095
Financial Accounting Records

This bank contains the professional service contracts entered into by any of the Revenue Canada (Taxation) head office branches and the billings related thereto. The purpose of this bank is to record the payment of fees related to professional service contracts. It is used to support the payment of fees under these contracts. Access to these records will be provided upon adequate proof of identification and/or authority and the service contract number. Records in this bank are maintained for seven years.

RCT/P-PU-100
Taxation Centres Recruiting System

Information in the bank includes aptitude test results, marital status, date of birth, indication of any prior experience, language spoken and whether the applicant is a Canadian Armed Forces veteran or an immigrant. This information bank was established to provide the Taxation Centres with a method of controlling, testing, and hiring casual employees each year. Applicants for employment are ranked based on the results of aptitude tests and other criteria. Records in the bank apply only to those individuals who have written the aptitude tests for employment with the Taxation Centres. Access will not be permitted without adequate proof of identification and/or authority. Requestors must specify the Taxation Centre in which they worked or made application for employment.Records are retained for a period of one year.

RCT/P-PU-105
Access Request Data Bank
Description: This bank contains the access request forms submitted by individuals requesting access to information under the *Privacy Act* or the *Access to Information Act*, the replies to such requests and information pertaining to their processing. Access will not be permitted without the necessary authorization and/or proof of identification and signature.
Class of Individuals: Individuals submitting requests under the *Privacy Act* and *Access to Information Act* for access to information held by the Department of National Revenue (Taxation).
Purpose: Information is used for processing access requests only, and to report on the number of access requests received annually.
Retention and Disposal Standards: Files are kept for two years.
TBS Registration Number: 002022

RCT/P-PU-110
Complaints and Representations Bank
Description: The bank contains the name, address, and telephone number of the person and agent, if any, lodging the complaint or making a representation with respect to any matter within the powers of the Department. Access will be provided upon proof of identification carrying the individual's name, address and social insurance number and/or, in the case of a representative, proof of authorization.

Class of Individuals: Individuals who lodge complaints with, or make representations to, the Deputy Minister.
Purpose: The purpose of this bank is to maintain a record of the complaints lodged with, or representations made to, the Deputy Minister, and which have been registered in his office with respect to any matter within the powers of the department.
Retention and Disposal Standards: Manual files are retained for eight years.
TBS Registration Number: 002023

RCT/P-PU-115
Problem Resolution Program
Description: This bank contains the names, telephone numbers and social insurance numbers of taxpayers whose problems have been referred to the Problem Resolution Co-ordinator in one of the Department's 32 district offices. It also includes descriptions of the problems, and the action taken to resolve them. Access will be provided upon proof of identification carrying the individual's name, address and social insurance number and/or, in the case of a representative, proof of authorization.
Class of Individuals: Canadian taxpayers.
Purpose: The purpose of this information bank is to store information and analyze problem trends.
Consistent Uses: This bank is also used for the compilation of statistics concerning problem trends.
Retention and Disposal Standards: Records are retained for two years.
TBS Registration Number: 002024

RCT/P-PU-120
Payroll Audits
Description: This bank consists of completed payroll audits of employers on forms PD83; forms PD83-B-1, Statement of Account; auditors' working papers; listing of receivables; and forms PD82, Request for Audit , and the supporting data for the request. Access will not be permitted without the necessary authorization and adequate proof of identification, including a social insurance number and signature.
Class of Individuals: Individuals, proprietorships and partnerships.
Purpose: The purpose of obtaining this information is to ensure that employers properly deduct, remit and report amounts required to be withheld for income tax, *Canada Pension Plan* and unemployment insurance; to verify that matching contributions are made by employers; and to assess, where applicable, any deficiency.
Consistent Uses: The information could be used as evidence for prosecution purposes in cases where delinquent action by employers has given rise to prosecution action.
Retention and Disposal Standards: Information held in this bank is retained for two years after the last transaction.
TBS Registration Number: 001948

RCT/P-PU-125
Review and Control
Description: This bank consists of employer accounts and records of financial and non-financial transactions related to the withholding, remitting and reporting of employees' deductions of Income Tax, Canada Pension Plan and Unemployment Insurance. This includes assessments levied for unremitted amounts including interest and penalties. Access will not be permitted without adequate proof of identification, including social insurance number, signature and/or authority.
Class of Individuals: Individuals, proprietorships and partnerships.
Purpose: This bank serves as a record of all accounting transactions with respect to the employees' deductions and the employers' remittances and reconciliation. The bank is maintained to complete post-routine balancing and enforcement activities between the employer and the Department.
Consistent Uses: The account record is required in order to process CPP/UI adjustments and refunds and to assist in updating records of earnings and confirm the insurability of certain workers with other federal departments such as the Department of National Health and Welfare and the Department of Employment and Immigration.
Retention and Disposal Standards: Information in this bank is retained for two years after the last transaction.
TBS Registration Number: 001949

Classes of Personal Information

This class contains information relating to financial transactions of individuals, including names and addresses.

It is collected for use in audit, investigative and other compliance actions taken under the *Income Tax Act*. The purpose of such actions is to (1) detect non-filers of income tax and information returns and (2) confirm the correctness of reported taxable income.

The information includes publicly available data obtained from federal, provincial and municipal governments, such as lists of shipping, Canadian civil aircraft registrations, municipal building permits, business licences, and business and city directories. It also includes information on some federal government subsidy and incentive programs, as well as information obtained in confidence from a variety of other sources in the public sector, such as marketing and distribution boards, colleges, and school boards. Some information is also obtained from the business and commercial sector regarding the purchase of goods and services, such as delivery of raw materials, removal of waste products, provision of security services and free-lance professional and administrative services.

When the information described in the foregoing is first collected, it is not organized for retrieval by name or any other personal identifier. When the information is organized, the portion that is relevant to audit, investigative and other compliance actions, is transferred to bank number RCT/P-PU-025. Any other information is destroyed.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for access to the following address:

Headquarters

Co-ordinator
Access to Information and Privacy
Revenue Canada (Taxation)
Head Office
Ottawa, Ontario
K1A 0L8
(613) 598-4091

PARTICULAR BANKS

The following banks are located at headquarters and in the regions.

RCT/P-PE-801
Taxation Time/Production Reporting System

Data contained in this bank pertains to weekly activities performed by each employee and includes time/production activity by classification and subclass, plus non-compliance and unreported time/production reports. Individuals identified in this bank are all employees of Revenue Canada (Taxation). The purpose of this information bank is to maintain time/production utilization data on all continuing departmental employees as well as term/casual employees. This bank is used to provide managers and management information systems with information regarding time/production utilization of departmental employees through a series of reports. An individual report containing one employee's activities for the current fiscal year to date is produced on request. Access will not be permitted without adequate proof of identification and/or authority. Records in this bank are maintained for 15 months.

RCT/P-PE-802

Taxation: Employee Classification Audit Report Files

Description: This bank contains information concerning all completed classification audits. This includes a record of interviews with employees whose positions were audited, findings of the audit, recommendations for corrective action and summary of final audit interview with management. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

Class of Individuals: Revenue Canada (Taxation) employees.

Purpose: The purpose of the bank is to provide a record of all classification audits completed.

Consistent Uses: It also provides management with required information on positions audited within the last two years.

Retention and Disposal Standards: Records in this bank are maintained for a period of two years after completion of an audit.

Related to COR: RCT/MSB-918

TBS Registration Number: 002025

RCT/P-PE-803

Taxation Management Audit Departmental Operations and Staff Matters Bank

Description: This information bank relates to the investigation of departmental employees emanating from allegations of fraud, defalcation, bribe, or breaches of conduct. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

Class of Individuals: Departmental employees who are, or who have been, under investigation for fraud, defalcation, bribe or breaches of conduct.

Purpose: The information is compiled to carry out investigations of such employees.

Retention and Disposal Standards: Records in this bank are retained for five years.

TBS Registration Number: 002026

RCT/P-PE-804

Taxation Leave and Overtime Reporting System

Data contained in this bank pertain to occurrences of leave, overtime, shiftwork and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of Revenue Canada (Taxation) with the exception of terms under six months. The purpose of this information bank is to maintain detailed leave, overtime, and shiftwork data on all continuing departmental employees, as well as term employees over six months, of district offices and head office. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission via the Department of Supply and Services to meet Treasury Board requirements for ALOSS reporting. An individual report, containing detailed information of leave and overtime activity, is available to individual employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority.

RCT/P-PE-805

Word Processing Equipment Training Reports

Description: This bank relates to the training of departmental employees on word processing equipment and contains samples of the work performed during training, comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. This bank also contains a command summary. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

Class of Individuals: Employees of Revenue Canada (Taxation).

Purpose: This bank is used to provide a history of employees' training on word processing equipment.

Retention and Disposal Standards: Records in the bank are retained for five years.

TBS Registration Number: 002027

RCT/P-PE-806

Personal Loan Cards

Description: This bank consists of cards maintained to record the issuance of equipment such as briefcases, portfolios, and portable calculators to departmental employees. The card was revised in 1986 to no longer include the social insurance number. All older cards that still contain the social insurance number will be purged from the system as the equipment is returned from loan and the cards completed.

Class of Individuals: Employees of Revenue Canada (Taxation).

Purpose: To maintain control over the location of specific types of equipment.

Retention and Disposal Standards: Files are retained for two years after return of equipment.

PAC# = 78-001

TBS Registration Number: 001764

RCT/P-PE-807

Reliability Checks

Description: This bank contains requests for criminal records, name check forms, fingerprint forms, credit reports and correspondence related to requests for basic or enhanced reliability checks of departmental employees, security guards and individuals seeking employment with Revenue Canada (Taxation). Access will not be permitted without adequate proof of identification.

Class of Individuals: Departmental employees, contracted guards and individuals seeking employment with Revenue Canada (Taxation).

Purpose: This bank serves as a record of information pertinent to the determination of the appropriate level of reliability check for government employees, contract guards, or individuals seeking employment in positions which require either a basic or enhanced reliability check. It also provides information for the administration of government security measures.

Consistent Uses: This bank is also used to support decisions on appointments, promotions, transfers, loans, secondments, discipline and termination of employment.

Retention and Disposal Standards: Information in this bank is retained for two years following an employee's separation from the institution for which the reliability check was done, after which the records are destroyed.

PAC# = 85-001

TBS Registration Number: 001950

STANDARD BANKS

The following banks are located at headquarters and in the regions.

RCT/P-SE-901

Employee Personnel Record

See Standard Bank Descriptions (Section II).

PAC# = 85-001

TBS Registration Number: 001289

RCT/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001290

RCT/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001291

RCT/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001292

RCT/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001293

RCT/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001294

RCT/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001295

RCT/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001296

RCT/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001297

RCT/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001298

RCT/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001299

RCT/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001300

RCT/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001301

RCT/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001302

RCT/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001303

RCT/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001304

RCT/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001305

RCT/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001306

RCT/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001307

DEPARTMENT OF PUBLIC WORKS

Chapter 51

DEPARTMENT OF PUBLIC WORKS

Background

Public Works Canada was established in 1867 by an Act respecting the *Public Works of Canada* (SC 1867-68 c.12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings and provincial vessels.

Overall Responsibilities

The objective of Public Works Canada is to manage real property (land, buildings, roads, highways, bridges and marine works) for the Government of Canada, and to provide design, construction and realty services to government institutions, departments and agencies, while contributing to the government's wider social, economic and environmental objectives relative to real property.

The Department's activities have been structured into five programs as follows:

The Services Program fulfills the common service role to provide a wide range of professional and technical services in the fields of architecture, engineering and realty required by the Government and includes the management and administrative services required by the Department.

The Accommodation Program fulfills the custodian service role to provide the full range of office and other forms of accommodation space required to support the operations of Government.

The Government Realty Assets Support Program provides a central capability for the Government to achieve wider social, economic and environmental objectives related to real property.

The Marine Transportation and Related Engineering Works Program provides specific locks, dams and dry docks services and related infrastructure to facilitate marine transportation and related economic and social development goals.

The Land Transportation and Other Engineering Works Program provides certain highways, bridges and other engineering works to facilitate land transportation and related economic and social development goals.

Organization

Public Works Canada is a highly decentralized department delivering services to other federal government departments from six regional offices. There are also several district offices located in each region which provide local service to the Department's clients and the public. The regional offices are located in Halifax (Atlantic Region); Montreal (Quebec Region); Hull (National Capital Region); Toronto (Ontario Region); Edmonton (Western Region); and Vancouver (Pacific Region). They carry out the Department's program delivery responsibilities and services in the area of Planning, Property Administration, Real Estate Services, Contract Policy and Administration, Design and Construction, and Finance and Administration.

Access Procedures

Personal information held by Public Works Canada may be accessed by submitting Record Access Request Forms to Public Works Canada at the following locations:

Headquarters

**Public Works Canada
Privacy Co-ordinator
Sir Charles Tupper Building
Room 7D
Riverside Drive
Ottawa, Ontario
K1A 0M2
(613) 998-4575**

Regional Offices

Pacific Region

**Public Works Canada
Regional Director-General
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
(604) 666-2681**

Western Region

**Public Works Canada
Regional Director-General
9925-109th Street
P.O. Box 488
Edmonton, Alberta
T5K 2J8
(403) 420-3183**

Ontario Region

**Public Works Canada
Regional Director-General
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
(416) 224-4100**

National Capital Region

**Public Works Canada
Regional Director-General
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0M3)
(819) 997-7475**

Quebec Region

**Public Works Canada
Regional Director-General
200 René Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-4850**

Atlantic Region

**Public Works Canada
Regional Director-General
1505 Barrington Street
P.O. Box 2247
Halifax, Nova Scotia
B3J 3C9
(902) 426-2341**

DEPARTMENT OF PUBLIC WORKS

Enquiries relating to a national data bank should be addressed to headquarters; those relating to a regional bank may be addressed to the appropriate regional office or to headquarters.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Realty Services

PWC/P-PU-005
List of Landlords
Description: This bank contains information relating to existing landlords with whom the department has executed lease agreements. It contains names, addresses, rental rates, lease payments and descriptive property data.
Class of Individuals: Landlords doing business with the Department of Public Works.
Purpose: Administration of the leasing activity of the Accommodation Program.
Retention and Disposal Standards: Information is retained for two years.
PAC# = 79-008
Related to COR: PWC/PWC-040
TBS Registration Number: 000696

PWC/P-PU-010
Offers of Space
Description: This bank contains information relating to available accommodation offered to the Department. It may contain names, addresses, rental rates and descriptive property data submitted by potential landlords.
Class of Individuals: Landlords wishing to offer properties or accommodation to Public Works Canada.
Purpose: The purpose of this bank is to establish an inventory of space available to PWC. The information is used to assist in the selection of leased accommodation for the federal government.
Retention and Disposal Standards: Information is retained for two years.
PAC# = 79-008
Related to COR: PWC/PWC-040
TBS Registration Number: 000697

PWC/P-PU-015
Contractors' Index
Description: This bank contains information relating to contractors in a variety of classifications including areas such as plumbing, electrical, moving, cleaning, snow removal and other trades relating to general property management. This bank contains names, addresses, telephone numbers, specializations, licences held, previous government work, if any, and in some cases, performance reports.
Class of Individuals: Contractors and tradespersons.
Purpose: This information is used pursuant to departmental procedures to contact and select contractors and service agencies for departmental projects.
Retention and Disposal Standards: This bank is updated on a continuous basis with information supplied by contractors and departmental officials. Information is retained for two years after removal from index.
PAC# = 79-010
TBS Registration Number: 000698

PWC/P-PU-020
List of Lessees
Description: This bank contains information relating to individuals, institutions and firms leasing properties or accommodation from the Department. This bank contains names, addresses, rental rates, and descriptive property information.
Class of Individuals: Lessees of the Department.
Purpose: This information is maintained for the administration of the space management and marketing activity of the Accommodation Program.
Retention and Disposal Standards: Information in this bank is updated on a continuous basis and is maintained for three years.
PAC# = 79-008
Related to COR: PWC/PWC-040
TBS Registration Number: 000699

PWC/P-PU-025
Register of Land Surveyors
Description: This bank contains information relating to qualified land surveyors who worked for or have indicated a desire to perform work for the Department of Public Works. This bank contains names, addresses, personal qualifications and records of past performance, if any.
Class of Individuals: Land surveyors.
Purpose: Information is used for the selection of land surveyors for projects administered by the Department.
Retention and Disposal Standards: This bank is updated on a continuous basis with information supplied by land surveying contractors. It is maintained for three years following removal from the register.
PAC# = 79-008
Related to COR: PWC/PWC-045
TBS Registration Number: 000700

PWC/P-PU-030
Register of Property Appraisers
Description: This bank contains information relating to qualified property appraisers who have worked for or have indicated a desire to work for the Department of Public Works. This bank contains names, addresses, personal qualifications and records of past performance, if any.
Class of Individuals: Property appraisers.
Purpose: Information is used for the selection of property appraisers for projects administered by the Department.
Retention and Disposal Standards: This bank is updated on a continuous basis with information supplied by property appraisal firms, individual appraisers and departmental officials. It is maintained for three years following removal from the register.
PAC# = 79-008
Related to COR: PWC/PWC-045
TBS Registration Number: 000701

PWC/P-PU-035
Surplus Property Mailing List
Description: This bank contains information related to individuals who have requested that they be contacted when surplus real properties become available for disposal by public tender. This bank contains the name and location of individuals as well as the type of real property (land or buildings, etc.) that they are interested in.
Class of Individuals: Individuals expressing interest in surplus real properties.
Purpose: Information in this bank is used to notify interested parties of disposal intentions of the Department.
Retention and Disposal Standards: Information in this bank is updated on a continuous basis and is maintained for two years following removal from lists.
PAC# = 79-008

Related to COR: PWC/PWC-045; PWC/PWC-085
TBS Registration Number: 000702

Architectural and Engineering Services

PWC/P-PU-040
Consultants Inventory
Description: This bank contains information relating to firms and individuals specializing in architectural, engineering and related disciplines associated with departmental activities whose services have been, are or may be commissioned by the Department. This bank contains names, addresses, personal qualifications, a record of previous commissions and experience, along with performance appraisals.
Class of Individuals: Professional and paraprofessional consultants.
Purpose: This information is used to select consultants for projects administered by the Department.
Retention and Disposal Standards: Information is updated continuously and is maintained for two years after removal from the inventory.
PAC# = 79-008
Related to COR: PWC/PWC-005; PWC/PWC-025
TBS Registration Number: 000703

PWC/P-PU-045
Building Performance
Description: This bank contains information on workers' subjective rating of their office environment. Office environment is the combination of physical and organizational factors that affect workers. Examples include: temperature, lighting, sound, air quality (composition, distribution), spatial layout, and work flow. The information consists of individual ratings of environmental features and work-related experiences, coded to quantitative descriptions of the physical setting. A sample file would include workers' rating of lighting, the type of lights, performance of the lights, and the visual requirements of the workers' tasks.
Class of Individuals: Government employees, office workers and tenants in PWC-controlled accommodation.
Purpose: The purpose of this information is to establish a relationship between measured performance of building aspects and workers' perceptions of those aspects. This information will be used to guide construction to correct building deficiencies and new performance specifications for office accommodation.
Retention and Disposal Standards: This bank is updated on a continuing basis with information from new surveys. It is maintained indefinitely. Names and ID numbers are removed after floor location has been coded. Selected data will be stored for archival reference.
PAC# = 79-010
TBS Registration-Number: 002124

Emergency Preparedness

PWC/P-PU-055
Register of Shielding Analysts
Description: This bank contains a record of qualified shielding analysts, including their name, address, registration number and place of representation.
Class of Individuals: Shielding analysts.
Purpose: Information in this bank is used for the selection and/or recommendation of qualified shielding analysts for the design of nuclear fallout protection.
Consistent Uses: Information in this bank is shared with anyone who wishes to access it.
Retention and Disposal Standards: Information is maintained two years following removal from register.
PAC# = 79-010
Related to COR: PWC/PWC-010
TBS Registration Number: 000706

PWC/P-PU-060
National Directory of Community Shelter Planners
Description: This bank contains a record of qualified community shelter planners, including the name, address and place of representation for each qualified person.
Class of Individuals: Community shelter planners.
Purpose: Information in this bank is used for the selection and recommendation of qualified community shelter planners for the National Shelter Program.
Consistent Uses: Information in this bank is shared with anyone who wishes to access it.
Retention and Disposal Standards: Information is maintained for two years following removal from the register.
PAC# = 79-010
Related to COR: PWC/PWC-010
TBS Registration Number: 000707

PWC/P-PU-065
Emergency Response (New)
Description: This bank contains information including the name, home address, home telephone number, security clearance, special skills and qualifications of departmental employees, or persons associated with departmental activities, whose duties require them to respond to emergencies involving the Department.
Class of Individuals: Government employees and other individuals, including employees of provincial and municipal governments and private contractors who might be called upon to respond to emergencies involving the Department.
Purpose: Information is used to contact designated personnel in the event of emergencies occurring outside normal working hours in order to co-ordinate departmental response and provide information to senior management. It is also used to identify employees or private contractors who possess special skills and qualifications applicable to specific emergency situations. Information concerning provincial government employees is used to establish liaison in situations requiring federal-provincial co-ordination. Security clearance data is needed to ensure that classified information is passed only to authorized persons.
Consistent Uses: Data will be used within PWC. Data concerning specifically designated PWC personnel will be provided to Emergency Preparedness Canada, other federal departments and provincial governments.
Retention and Disposal Standards: Data are updated on a continual basis. Data are not retained on individuals who cease to have designated emergency response functions.
PAC# = 79-010
Related to COR: PWC/PWC-010
TBS Registration Number: 002123

Comptroller

PWC/P-PU-070
Register of Suppliers
Description: This bank contains information on suppliers of materials and equipment. It contains names, addresses, commodities available from the supplier and details of previous departmental purchases, if any. Information in this bank is held at Headquarters and in regional offices.
Class of Individuals: Suppliers of materials and equipment.
Purpose: This bank is used to assist in the selection of suppliers.
Retention and Disposal Standards: Information is maintained for two years.
PAC# = 78-001
TBS Registration Number: 000709

PWC/P-PU-075
Personal Service Contracts
Description: This bank contains information relating to individuals under contract with the Department. It contains the contract, invoices, and payment records for these contractors. Information in this bank is held at Headquarters and in regional offices.
Class of Individuals: Individuals having contracts with the Department.
Purpose: Information in this bank is used to record and control payments to contracted individuals or firms.
Consistent Uses: Financial data is transmitted to Supply and Services Canada.
Retention and Disposal Standards: Information is maintained for six years.
PAC# = 78-001
TBS Registration Number: 000710

PWC/P-PU-080
Applications for Employment
Description: This bank contains applications from the general public for employment with the Department. It contains curricula vitae of these individuals as well as requests for transfer from employees of other departments within the federal government. It is used to store papers and documents received from these applicants if this material has not been forwarded to the appropriate Canada Manpower Centre of Public Service Commission office for their action. Information in this bank is held at Headquarters and in regional offices.
Class of Individuals: Individuals seeking employment.
Purpose: Applications for employment are received from the general public and may be used in the selection of staff.
Retention and Disposal Standards: Applications are maintained for two years (under review by the National Archives of Canada).
PAC# = 78-001
TBS Registration Number: 000711

PWC/P-PU-085
Access Request Data Bank
Description: This bank contains access requests submitted to the Department under the *Access to Information Act* and the *Privacy Act*. It also contains replies to such requests and information related to their processing.
Class of Individuals: Applicants under the *Access to Information Act* and the *Privacy Act*.
Purpose: This information is used for the administration of the above Acts. It is used for processing access requests only, and to report on the number of access requests received annually.
Retention and Disposal Standards: Files are maintained for two years following the last administrative action.
PAC# = 78-001
TBS Registration Number: 000712

PWC/P-PU-090
Contractors and Consultants Personnel Clearance Records
Description: This bank contains information collected pursuant to Treasury Board Circular 1986-26 for persons employed as contractors or consultants to the Department. It may also contain information about companies which express interest in contracts involving classified or protected information or assets.
Class of Individuals: Contractors and consultants and/or their employees proposing to do or doing business with the Department.
Purpose: This bank is used to record security clearance and reliability check information.
Consistent Uses: This information may be shared with CSIS and the RCMP.
Retention and Disposal Standards: Files are maintained for two years after requirement for clearance ceases to exist.
PAC# = 86-001
TBS Registration Number: 001835

Classes of Personal Information

Project Records

In carrying out its mandate, the Department generates and receives a large volume of information and correspondence related to work projects. These projects include property acquisition, disposal, expropriation and management; building, highway and marine construction, repair and demolition; dredging services and fleet management; and the provision of associated research, development and consulting services.

Included in this material are often found the personal views and opinions of individuals; evaluations of contractors' and consultants' performance; financial information relating to the management of projects; and any other correspondence associated with specific projects. The retention periods associated with this class of personal information are controlled by the records schedules of the general subject files in which they are stored.

Project records are organized by location. Consequently, access to personal information in project records requires the individual to provide the location of a specific project as well as the nature of the project.

General Operational Records

The Department maintains, in addition to specific project records, general files associated with its operational activities. Occasionally, personal opinions expressed by individuals are maintained on these general records. Access to these records requires the requestor to identify, in sufficient detail, the subject of the information to which he/she wishes access.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The following banks are located at headquarters and in the regions. Contact points and telephone numbers for informal and formal access are:

Privacy Co-ordinator
Public Works Canada
Sir Charles Tupper Building, Room 7D
Riverside Drive
Ottawa, Ontario
K1A 0M2
(613) 998-4575

Headquarters

Public Works Canada
Sir Charles Tupper Building
Confederation Heights
Ottawa, Ontario
K1A 0M2
(613) 998-8110

Regional Offices

Public Works Canada
Chief of Administration
P.O. Box 2247

DEPARTMENT OF PUBLIC WORKS

1505 Barrington Street
Halifax, Nova Scotia
B3J 3C9
(902) 426-7893

Public Works Canada
Chief of Administration
200 René Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4

Public Works Canada
Chief of Corporate Communications
National Capital Region
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0M3)
(819) 997-7511

Public Works Canada
Chief of Administration
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
(416) 224-4225

Public Works Canada
Chief of Administration
9925-109th Street
P.O. Box 488
Edmonton, Alberta
T5K 2J8
(403) 420-3206

Public Works Canada
Chief of Administration
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
(604) 666-2581

CENTRAL BANKS

PWC/P-CE-701
Crown Housing Records
Description: This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing.
Class of Individuals: Federal employees.
Purpose: Information in this bank is used for the administration of federal living accommodation.
Retention and Disposal Standards: This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records.
PAC# = 78-008
Related to COR: PWC/PWC-040
TBS Registration Number: 000713

PARTICULAR BANKS

PWC/P-PE-801
Special Audit Investigation Records
Description: Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation.
Class of Individuals: Employees being investigated.
Purpose: This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity.
Consistent Uses: Information in this bank may be shared with the RCMP.
Retention and Disposal Standards: Information is maintained for six years.
PAC# = 78-001
TBS Registration Number: 000714

STANDARD BANKS

The following banks are located at headquarters and in the regions.

PWC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000715

PWC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000716

PWC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000717

PWC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000718

PWC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000719

PWC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000720

PWC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000721

PWC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000722

DEPARTMENT OF PUBLIC WORKS

PWC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000723

PWC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000724

PWC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000725

PWC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000726

PWC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000727

PWC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000728

PWC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000729

PWC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000730

PWC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000731

PWC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000732

PWC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000733

PWC/P-SE-920
Incentive Awards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001759

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Chapter 52

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Background

The Department of Regional Industrial Expansion (DRIE), created in 1983, has maintained a broad range of activities, working on a continuous basis with the business and investment communities in Canada and abroad. In order to meet new challenges in industrial excellence and international competitiveness, the government has announced that DRIE and the Ministry of State for Science and Technology will be replaced by a new flagship economic department: the Department of Industry, Science and Technology.

The Department of Regional Industrial Expansion is responsible for enhancing the national economy by improving the growth and international competitiveness of Canadian industry, and for promoting economic development. The Department's activities are concentrated in the following areas: manufacturing, processing and service industries; regional industrial development; tourism; small businesses; and trade and commerce within Canada.

Access Procedures

Personal information held by DRIE includes information on employees. Information on other persons may also be retained for the purpose of administering the Department's regional and industrial expansion programs. Such information may, for example, assist in determining eligibility for and level of benefits, in auditing and evaluating and in effecting payments.

Persons who wish to formally exercise their rights under the *Privacy Act* are requested to submit their requests in writing to:

The Senior Departmental Advisor
Access to Information and Privacy Office
Finance, Personnel and Administration
Department of Regional Industrial Expansion
3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5
(613) 954-2754

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

RIE/P-PU-005
Professional and Special Services Contracts
Description: This bank is maintained by Administrative Services to record information on professional and special services contracts in compliance with the *Financial Administration Act* and Treasury Board and internal departmental directives. The files are arranged in alpha/numeric order.
Class of Individuals: Individuals engaged in professional or special services contracts with the Department through Ottawa, the regions or the offices of the Federal Economic Development Co-ordinator (FEDC).
Purpose: The bank is used to administer contracts, to make payments where required, to collect receivables, to perform accounting and administrative functions for the Department, to facilitate the selection of consultants and to carry out auditing and evaluation.
Retention and Disposal Standards: Retained for six years and then destroyed.
PAC# = 86-001
Related to COR: RIE/ASB-912
TBS Registration Number: 001102

RIE/P-PU-015
Clothing Scholarships Program
Description: The bank is maintained as a result of a program to improve the quality of management skills available to the clothing industry by assisting persons enrolled in an apparel management program at a recognized college or university. The bank indicates the name, address, age, work experience, academic experience and career objectives of applicants. The files are arranged alphabetically by year.
Class of Individuals: Students who have received a scholarship.
Purpose: The information is used to evaluate applicant qualifications, to assess individual career aspirations, to monitor the performance of the program and to account for the payment of bursaries. The awarding of scholarships under this program was terminated in 1984.
Retention and Disposal Standards: Retained for six years and then destroyed.
PAC# = 86-001
Related to COR: RIE/CIR-290
TBS Registration Number: 001104

RIE/P-PU-020
Footwear Canada Scholarship Program
Description: The bank is maintained as a result of a program to improve management capabilities in the Canadian footwear and tanning industries by assisting college students. The bank reflects the name, address, age, telephone number, citizenship and educational qualifications of applicants. The files are arranged by name.
Class of Individuals: Students who have received a scholarship.
Purpose: The information is used to assess a student's application for the scholarship, to retain the necessary documentation regarding acceptance and payments, to monitor the performance of the program and to assess individual career aspirations. The awarding of scholarships under this program was terminated in 1984.
Retention and Disposal Standards: Retained for six years and then destroyed.
PAC# = 86-001
Related to COR: RIE/CIR-290
TBS Registration Number: 001105

RIE/P-PU-025
Footwear Design Scholarship Program
Description: The bank is maintained as a result of a program to improve design capabilities. in the Canadian footwear and tanning industries by assisting college students and other young persons. The bank indicates the name, address, age, telephone number, citizenship and educational qualifications of applicants. The files are arranged by name.
Class of Individuals: Students who have received a scholarship.
Purpose: The information is used to assess students' applications for the scholarship, to retain the necessary documentation regarding acceptance and payments, to monitor the performance of the program and to assess individual career aspirations. The awarding of scholarships under this program was terminated in 1984.
Retention and Disposal Standards: Retained for six years and then destroyed
PAC# = 86-001
Related to COR: RIE/CIR-290
TBS Registration Number: 001106

RIE/P-PU-030
Design Canada Scholarship Bank
Description: This bank is maintained by the Awards and Design Directorate to retain information regarding the education and experience of scholarship applicants. The *National Design Council Act* provides for the Council to recommend to the Minister the awarding of scholarships to individuals in Canada for research or study purposes. The bank retains biographical information such as educational background, work history, areas of interest, career

objectives, and grants and awards. Files are arranged in alphabetical order.

Class of Individuals: Design Canada scholarship applicants.

Purpose: The information is used for analysis of educational streams or job histories in order to identify successful design education techniques or methods. The awarding of Design Canada scholarships under the Canada Awards for Excellence Program was discontinued on November 9, 1984, and the last payments on the program were made in 1986-87.

Retention and Disposal Standards: Retained for seven years, and then transferred to the National Archives of Canada.

PAC# = 68-067

Related to COR: RIE/MDB-549

TBS Registration Number: 001107

RIE/P-PU-040

Labour Force Tracking Surveys — 1977 and 1978

Description: This database contains information obtained as a result of two special surveys undertaken in the summers of 1977 and 1978. The surveys were designed to collect data on the employment history of individuals experiencing layoffs from declining sectors. The information collected includes data on the respondents' demographic characteristics, income, [illegible] and skill levels. The information is arranged by year of survey, with identification by social insurance number.

Class of Individuals: Individuals who experienced layoffs from selected employers, in selected communities across Canada.

Purpose: The Labour Force Tracking Surveys were undertaken as a result of the Department's mandate to examine the labour adjustment problems which workers employed in declining sectors faced. The information gathered from the surveys has only been used for analytical and policy-making purposes, the drafting of statistical reports and econometric model development. Because of the historic nature of the data, it is no longer in active use, although there is continued interest in results of analysis.

Consistent Uses: Since the surveys were a joint project with the Canada Employment and Immigration Commission, aggregated data has been shared with that department for research purposes.

Retention and Disposal Standards: Retained for 10 years, and then transferred to the National Archives of Canada.

PAC# = 69-121

Related to COR: RIE/PEV-530

TBS Registration Number: 001109

RIE/P-PU-050

Technological Innovation Studies Program

Description: This bank is maintained by the Office of Industrial Innovation to record the applications received under the Technological Innovation Studies Program. This bank contains the curricula vitae of university professors who apply for grants to carry out studies, and information relating to research project proposals submitted by researchers. The files are arranged in alphabetical order with university affiliation.

Class of Individuals: Academics and under-graduates.

Purpose: The information is used to evaluate the qualifications of persons applying to carry out studies; to promote studies of interest to the Department in the field of the technological innovation process in Canada which will give background information used in the development of policies or programs; and to promote the development of a pool of experts in the area.

Retention and Disposal Standards: Retained for six years, and then transferred to the National Archives of Canada.

PAC# = 80-016

Related to COR: RIE/ITI-555

TBS Registration Number: 001111

RIE/P-PU-055

Applications for Employment

Description: This bank serves as a reference for any applications for employment submitted directly by individuals to any of the offices of the Federal Economic Development Co-ordinator (FEDC). These requests usually consist of a covering letter, curriculum vitae, and replies to such requests.

Class of Individuals: Individuals seeking employment.

Purpose: This bank is used by the FEDC offices to store applications for employment submitted by individuals seeking employment.

Retention and Disposal Standards: Retained for one year and then destroyed.

PAC# = 86-001

Related to COR: RIE/ORD-305

TBS Registration Number: 001112

RIE/P-PU-060

Consulting and Professional Services Contracts

Description: This bank is maintained by the Native Economic Development Program (NEDP) administration section to record information on consulting and professional services contracts in compliance with the *Financial Administration Act* and Treasury Board and internal departmental directives.

Class of Individuals: Individuals engaged in consulting and professional service contracts with the NEDP.

Purpose: The bank is used to administer contracts, to make payments where required, to collect receivables, and to audit and evaluate contracts.

Retention and Disposal Standards: Retained for six years and then destroyed.

PAC# = 86-001

Related to COR: RIE/NEP-325

TBS Registration Number: 001113

RIE/P-PU-065

Access to Information and Privacy Requests

Description: This bank contains requests submitted by individuals seeking access to information under the *Access to Information Act* and the *Privacy Act;* replies to such requests; and information relating to their processing.

Class of Individuals: Individuals submitting requests for access to information under the *Access to Information Act* and the *Privacy Act.*

Purpose: The information is used to process formal access requests in accordance with the *Access to Information Act* and the *Privacy Act.*

Consistent Uses: This bank is also used to report to Treasury Board and to Parliament on access requests received under the *Access to Information Act* and the *Privacy Act*; to verify the identity of requestors; and for purposes of consultations with other government institutions.

Retention and Disposal Standards: Retained for two years.

PAC# = 86-001

Related to COR: RIE/ACC-285

TBS Registration Number: 001114

RIE/P-PU-070

Canada Awards For Excellence — Young Canadians Category

Description: The bank is maintained as a result of a program giving recognition for outstanding achievements by talented young Canadians in science and design. The bank indicates the name, address, age, school, description of the project being considered for recognition and adjudicator's comments. The files are arranged alphabetically by year.

Class of Individuals: Students in competition for awards for scientific or design related projects with commercial potential.

Purpose: The information is used to evaluate projects for award under

the Canada Awards for Excellence Program to young Canadians for their achievements in science and design.
Retention and Disposal Standards: Retained for seven years and then transferred to National Archives of Canada.
PAC# = 68-067
Related to COR: RIE/MDB-549
TBS Registration Number: 001720

RIE/P-PU-075
Departmental Boards, Advisory Committees, Task Forces, etc. Reporting to DRIE Minister
Description: This bank contains brief details of departmental boards, advisory committees, task forces, etc. which report to DRIE Ministers. Details on members of such groups are limited to: name, affiliation, address, telephone number, commencement and expiry dates of appointment.
Class of Individuals: Members of above boards, committees, task forces, etc.
Purpose: To advise the Minister semi-annually of existing and forthcoming vacancies on departmental boards, advisory committees, task forces, etc. for which they have the responsibility to appoint replacements.
Retention and Disposal Standards: Retained for five years and then transferred to the National Archives of Canada.
PAC# = 86-001
TBS Registration Number: 001721

Classes of Personal Information

Enterprise/Industrial Development and Assistance

The Department and its predecessor departments have administered a number of enterprise/industrial development and assistance programs. These programs have been aimed at encouraging enterprise and industrial development in a wide variety of ways. Personal information may be collected in the course of these departmental activities. Programs and activities which may have involved the storage of personal information include the Industrial and Regional Development Program, the Regional Development Incentives Program, the Enterprise Development Program, the Tourism Destination Program, the Tourism Incentives Program, the Industry and Labour Adjustment Program, the Support for Technology Enhanced Productivity Program, the Program for Export Market Development, the Canadian Industrial Renewal Board Program, the Defence Industry Productivity Program, the Pharmaceutical Industrial Development Assistance Program, the Credit Reinsurance Program, the Shipbuilding Industry Assistance Program, the Small Business Loans Act Program, the Advanced Technology Program — Waterloo Centre for Process Development, the Small Business Investments Grants, the Government Procurement Projects, the Industry Energy Research and Development Program, the Major Crown Projects, the Machinery Program, the Native Economic Development Program, TIEM Inc. and the Western Transportation Industrial Development Program.

Personal information may include particulars such as the names, addresses, social insurance numbers, financial interests, management capabilities, employment histories, remuneration, age, health, marital status and educational background of individuals. Such personal information is stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the program area, the corporate/project name, the location of a facility and the approximate date of submission/award.

General Development Agreements, Economic and Regional Development Agreements, Subsidiary Agreements and Related Initiatives

The Department has collected data needed for the administration of subsidiary agreements entered into with the provinces, consistent with the terms and conditions of general development agreements previously signed with all provinces, except Prince Edward Island, and the new economic and regional development agreements entered into with the 10 provinces. The general development agreements, which expired on March 31, 1984, established the framework for development and identified development opportunities for implementation under subsidiary agreements. A number of these subsidiary agreements are still in effect, for instance, the Canada-Alberta Subsidiary Agreement on Nutritive Processing Assistance and the Canada-Manitoba Subsidiary Agreement on Northern Development. The economic and regional development agreements, which succeed the general development agreements, provide a framework for co-operation and consultation on matters relating to economic development in each province and region. As opportunities are identified, individual subsidiary agreements are formulated. These opportunities are normally unique to a province and, as a result, subsidiary agreements cover a broad range of specific programs.

Personal information may be stored in administering a number of subsidiary agreements. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the name of the project or program that may be related thereto and the approximate date of submission/award.

Other Programs and Agreements

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. For example, federal-provincial agreements, such as those under the *Agricultural and Rural Development Act* (ARDA), are concerned with rural problems of unemployment and social disadvantages. Special ARDA agreements have been used as a vehicle to improve the economic circumstances of native people by providing financial and other assistance to create job opportunities. In addition, a Native Economic Development Program has been created to increase economic self-reliance and development for Canada's native people. A 15-year development agreement, the Prince Edward Island Comprehensive Development Plan, was signed by Canada and P.E.I. in 1969, under the authority of the *Fund for Rural Ecomomic Development Act*. The plan has allowed for the design and implementation of a broad range of programs to stimulate economic growth, create jobs and raise per capita income. In addition, under the Federal Development Strategy, the Department has been involved in providing further economic development activities in P.E.I. Special areas have been designated in Canada, such as the Magdalen Islands, in order to deal with special problems of economic expansion and social adjustment.

Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of information is normally retrievable only if specifics are provided, such as the name of the program concerned, the name of the specific project and the approximate date of submission/award.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all requests for formal access to:

Senior Departmental Advisor
Access to Information and Privacy Office
Office of the Comptroller
Department of Regional Industrial Expansion
3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5

PARTICULAR BANKS

RIE/P-PE-801
Personal Information Disclosed to Federal Investigative Bodies
Description: In accordance with subsection 8(4) of the *Privacy Act*, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(*e*) of the *Privacy Act*, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation.
Class of Individuals: Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(*e*) of the *Privacy Act*.
Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies.
Retention and Disposal Standards: Records are retained for two years and then transferred to the National Archives of Canada.
PAC# = 86-001
Related to COR: RIE/ACC-285
TBS Registration Number: 002012

STANDARD BANKS

The following banks are located at headquarters and in the regions.

RIE/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001115

RIE/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001116

RIE/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001117

RIE/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001118

RIE/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001119

RIE/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001120

RIE/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001121

RIE/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001122

RIE/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001123

RIE/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001124

RIE/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001125

RIE/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001126

RIE/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001127

RIE/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001128

RIE/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001129

RIE/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001130

RIE/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001131

RIE/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001132

Deleted Personal Information Banks

The information contained in the following personal information bank has been transferred to the National Archives of Canada:

RIE/P-PU-045	Management Excellence in Small Business Program

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Chapter 53

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Overall Responsibilities

The Department of the Secretary of State of Canada was established in 1868 as the official channel of communications between the new Dominion of Canada and the United Kingdom.

The Department's present responsibilities are: to encourage the acquisition and use of the two official languages in Canadian society, thereby reinforcing the equality status of both languages; to advise on matters of state protocol and to manage state ceremonies and events; to ensure the co-ordinated development, formulation, implementation, and review of education policies and programs in support of national objectives, in consultation with the provinces; and to provide translation, interpretation and terminology services in all languages in accordance with the needs of Parliament, the government and its agencies. The Department must also promote and assist in the development of a Canadian identity and of effective Canadian citizenship, and co-ordinate the formulation and development of national strategies and policies affecting citizenship; provide facilities to grant and give proof of Canadian citizenship and to encourage and assist eligible persons to acquire and value such citizenship; promote the integration and quality of life of disabled citizens; improve the level of Canadian literacy; increase the enjoyment of human rights, and foster compliance with Canada's domestic and international human rights commitments.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Department of the Secretary of State
Jules Léger Building, 9th Floor
15 Eddy Street
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0M5)
(819) 997-4311

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Administration and Central Services

SSC/P-PU-005
Contractors Inventory

This data bank is used to provide information on the qualifications and experience of firms and individuals wishing to obtain contracts with the Department. Firms and individuals are required to complete an application for the Contractors Inventory before a contract can be awarded. Information contained includes: firm — ownership, principals and associates; geographical location; resources; professional competence; fields of professional expertise; experience; and language capabilities. Records also include evaluations of the quality of work. The bank enables the Service Contracts Directorate to select contractors who specialize in the area appropriate to the work to be performed. The list of firms and individuals may be made available to other federal government institutions for the purpose of awarding contracts. Files are deleted from the data bank two years after they become inactive.

SSC/P-PU-010
Competition Files
Description: This bank exists to record and provide information relating to any competition which is open to persons outside the Public Service of Canada and is administered by the Public Service Commission for the Department of the Secretary of State of Canada. The data content includes job description, request to staff, job profile, candidate's application, statement of qualifications, notices to candidates, offers of employment, board reports, eligibility lists and competition papers.
Class of Individuals: Persons outside the Public Service of Canada.
Purpose: The bank is used to provide information relating to all competitions administered by the Public Service Commission so that the most meritorious candidate is selected.
Retention and Disposal Standards: Records are retained for two years following the year in which the board was held.
PAC# = 86-001
TBS Registration Number: 000481

SSC/P-PU-015
Access Request Data Bank
Description: This bank contains the request forms sent by individuals requesting access under the *Access to Information Act* and *Privacy Act* to departmental records, the replies to such requests and information related to their processing.
Class of Individuals: Members of the public.
Purpose: The information contained in this bank is used for processing requests for departmental records and for administering the *Access to Information Act* and the *Privacy Act* within the Department.
Retention and Disposal Standards: Files are kept for two years.
PAC# = 86-001
TBS Registration Number: 000482

SSC/P-PU-020
Personal Information Disclosed to Federal Investigative Bodies
Description: This bank was established in accordance with subsection 8(4) of the *Privacy Act*. It contains the requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2) (*e*) of the *Privacy Act*, replies to such requests and information related to their processing. Requests are considered only from investigative bodies specified in the *Privacy Act* regulations, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation.
Class of Individuals: Individuals about whom personal information has been requested pursuant to paragraph 8(2)(*e*) of the *Privacy Act* by federal investigative bodies.
Purpose: The information contained in this bank is used for processing requests for personal information pursuant to paragraph 8(2)(*e*) of the *Privacy Act* and for administering this aspect of the Act.
Retention and Disposal Standards: Records are retained for two years.
PAC# = 86-001
TBS Registration Number: 000483

Education Support

SSC/P-PU-025
Canada Student Loans Claims Files (Individual)
Description: This bank serves as a manual control file on borrowers who have defaulted on their student loan and where the government has paid the lender in accordance with the *Canada Student Loans Act*, or on any individual who has written to the program for any reason. Data content includes original loan documentation,

correspondence, and information on the personal circumstances related to the default of the borrower. Individuals seeking access to this information bank must provide name, social insurance number and date of birth.
Class of Individuals: Canadian citizens or permanent residents.
Purpose: To provide legal basis for collecting debts due the Crown. Social insurance numbers may be verified with the Canada Employment and Immigration Commission.
Consistent Uses: For the purpose of administering the *Canada Student Loans Act*, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may also be made available to designated agents of the Student Assistance Directorate (e.g. collection agencies, Department of Justice, federal departments and others) to assist in the recovery of debts owed to the Crown.
Retention and Disposal Standards: Records are retained for 10 years after the file is no longer active.
PAC# = 83-025
Related to COR: SSC/ESP-010
TBS Registration Number: 000484

SSC/P-PU-030

Canada Student Loans (Full-time) Computer Loans Master File

Description: Under the *Canada Student Loans Act*, the federal government guarantees repayment of and pays interest subsidies on loans made by chartered banks and other authorized lenders to qualifying full-time students at post-secondary institutions. Canada Student Loans are authorized by all provinces except Quebec which has chosen to operate its own program of loans. Data includes name, social insurance number, date of birth, sex, marital status and loan information. Individuals seeking access to this information bank must provide name, social insurance number and date of birth.
Class of Individuals: Canadian citizens or permanent residents.
Purpose: This information bank is used to monitor loan disbursements and repayments to enable interest subsidies to be paid. Social insurance numbers may be verified with the Canada Employment and Immigration Commission.
Consistent Uses: For the purpose of administering the *Canada Student Loans Act*, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may also be made available to designated agents of the Student Assistance Directorate (e.g. collection agencies, Department of Justice, federal departments and others) to assist in the recovery of debts owed to the Crown.
Retention and Disposal Standards: Input documents are retained for 10 years and computer records are retained for 60 years from the date of entry to the database.
PAC# = 83-025
Related to COR: SSC/ESP-005
TBS Registration Number: 000485

SSC/P-PU-035

Canada Student Loans Computer Claim Master File

Description: The bank serves as a control file for borrowers who have defaulted on their student loan and where the government has paid the lender in accordance with the *Canada Student Loans Act*. Data content includes social insurance number, name, date of birth, sex and detailed information concerning the default. Individuals seeking access to this inforamtion bank must provide name, social insurance number and date of birth.
Class of Individuals: Canadian citizens or permanent residents.
Purpose: The bank is used to monitor activity on a defaulted borrower's account. Social insurance numbers may be verified with the Canada Employment and Immigration Commission.
Consistent Uses: For the purpose of administering the *Canada Student Loans Act*, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may also be made available to designated agents of the Student Assistance Directorate (e.g. collection agencies, Department of Justice, federal departments and others) to assist in the recovery of debts owed to the Crown.
Retention and Disposal Standards: Records are retained 10 years after activity ceases.
PAC# = 83-025
Related to COR: SSC/ESP-010
TBS Registration Number: 000486

SSC/P-PU-040

Canada Student Loans (Part-time) Computer Loans Master File

Description: Under the *Canada Student Loans Act*, the federal government guarantees repayment of loans made by chartered banks and other authorized lenders to qualifying part-time students. Part-time Canada Student Loans are authorized by all provinces except Quebec. Data includes name, social insurance number, date of birth, sex, marital status and loan information. Individuals seeking access to this information bank must provide name, social insurance number and date of birth.
Class of Individuals: Canadian citizens or permanent residents.
Purpose: The information bank is used to monitor loans disbursements. Social insurance numbers may be verified with the Canada Employment and Immigration Commission.
Consistent Uses: For the purpose of administering the *Canada Student Loans Act*, information may be made available to provincial authorities, chartered banks and authorized lenders. Information may also be made available to designated agents of the Student Assistance Directorate (e.g. collection agencies, Department of Justice, federal departments and others) to assist in the recovery of debts owed to the Crown.
Retention and Disposal Standards: Input documents are retained for 10 years and computer records are retained for 60 years from the date of entry to the database.
PAC# = 83-025
Related to COR: SSC/ESP-010
TBS Registration Number: 000487

SSC/P-PU-045

Canada Student Loans Interest Relief Computer Database

Description: Under the Canada Student Loans Program, students who are unable, because of unemployment or illness, to repay their Canada Student Loans without financial hardship may apply for up to 18 months interest subsidy which is paid by the federal government. Data includes name, social insurance number, date of birth, sex, marital status, address, family income and size, reasons for application and loan data. Individuals seeking access to this information bank must provide name, social insurance number and date of birth.
Class of Individuals: Canadian citizens or permanent residents.
Purpose: This information bank is used to assess eligibility for the plan and to monitor payments to lenders. Social insurance numbers may be verified with the Canada Employment and Immigration Commission.
Consistent Uses: For the purpose of administering the *Canada Student Loans Act*, information may be made available to chartered banks and authorized lenders. Information may also be made available to designated agents of the Student Assistance Directorate (e.g. collection agencies, Department of Justice federal departments and others) to assist in the recovery of debts owed to the Crown.
Retention and Disposal Standards: Input documents are retained for 10 years and computer records are retained for 60 years from the date of entry to the database.
PAC# = 83-025
Related to COR: SSC/ESP-010
TBS Registration Number: 000488

Citizenship Registration and Promotion

SSC/P-PU-050

Application and Assessment for Canadian Citizenship

This bank is maintained to provide information necessary to assess applications for the grant of Canadian citizenship or to issue proof of Canadian citizenship and to maintain a record of persons to whom citizenship certificates have been issued. Persons seeking access to citizenship registration records must provide their name, date and place of birth. The information relates to all persons who have applied for or been granted or issued a certificate of naturalization or citizenship. The bank is used for processing citizenship requests. For the purposes of administering the *Citizenship Act* and Regulations, information may be shared with the RCMP, CSIS, the Canada Employment and Immigration Commission, the Federal Court and the Department of External Affairs. Lists of names and addresses of new citizens may be supplied to the Prime Minister, to their respective Members of Parliament and Provincial Legislatures for the sole purpose of sending congratulatory letters. Upon formal request, genealogical information concerning Canadian citizens may also be supplied for legitimate research purposes. Records are retained indefinitely on microfilm. Historical records are available back to 1854, although they are not complete prior to 1918.

Classes of Personal Information

In the course of conducting the programs and activities of the Department, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes requests for information and publications, research proposals, expressions of public support, comments and suggestions, requests for funding and assistance, and complaints. This information is stored as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Department and to whom it was addressed.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal inforamtion banks, please direct requests to the address listed under Access Procedures in this chapter.

PARTICULAR BANKS

SSC/P-PE-801

Security Services Investigation Files (New)

Description: This bank contains personal information on individuals who have been involved in criminal and miscellaneous incidents or security violations and infractions investigated by Security Services. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Persons are identified by social insurance number, name and initials. The report in which they are mentioned is identified by the assigned file index number, the type of incident or infraction and the date of its occurrence. Information in this bank may be maintained on paper documents and automated form.

Class of Individuals: Employees of the Department and contractors dealing with the Department.

Purpose: The purpose of this bank is to record information on security violations and infractions in order to evaluate trends in criminal activities, assess awareness and application of security measures and determine the need for and nature of disciplinary action.

Consistent Uses: This information is used by depanmental authorities to support decisions regarding disciplinary measures, security and reliability screening, criminal actions, investigations, and suppression of crime, as well as for planning, evaluation and statistical purposes.

Retention and Disposal Standards: The information in this bank is retained for two years following an employee's termination with the Department and five years for cases where a person is not an employee of the Department, it is then destroyed.

Related to COR: SSC/ARO-095

TBS Registration Number: 002165

SSC/P-PE-802 *Formerly identified as:* SSC/P-SE-914

Parking

Description: This bank contains permit applications, medical justifications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information for the administration of parking privileges.

Consistent Uses: The bank is also used to issue parking permits.

Retention and Disposal Standards: Records are destroyed two years after the permit expires.

PAC# = 86-001

Related to COR: SSC/ARO-095

TBS Registration Number: 002163

SSC/P-PE-803 *Formerly identified as:* SSC/P-SE-917

Idenfitication and Building-pass Cards

Description: This bank contains information on departmental employees and their work units relative to building security, correspondence and the issuance of identification and building-pass cards.

Class of Individuals: Employees of the institution.

Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

Consistent Uses: The bank is also used to issue identification and building-pass cards.

Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building- pass cards.

PAC# = 86-001

Related to COR: SSC/ARO-095

TBS Registration Number: 002164

SSC/P-PE-804 *Formerly identified as:* SSC/P-PE-913

Accounts Payable/Employee Accounts

Description: This bank contains authorizations, advances, claims, supplier invoices, travel arrangements and itineraries, correspondence concerning travel, relocation or posting of employees, expense reports, receipts, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, cliams being settled, other payments and cheque requisitions. Records of transactions also exist in automated form in the Accounts Payable System. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. Individuals should specify if they are seeking access to computerized records that may exist on them.

Class of Individuals: Employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, awards, ex gratia and other sundry

payments; suppliers of goods and services provided to the Department; and individuals on contract.
Purpose: The purpose of this bank is to support the accounts payable/employee accounts function, which is to make non-payroll payments in accordance with authorizations.
Consistent Uses: The records are used to substantiate and issue cheques for the above-noted supplier invoices, expenses, fees, claims and other payments; for planning, budgeting and audit purposes; and to provide reports concerning international travel, first class air travel and child care expenses, to the Treasury Board Secretariat, as requested. Limited information is disclosed to Supply and Services Canada to facilitate cheque issue.
Retention and Disposal Standards: The records are retained for six fiscal years following the fiscal year during which the claim was settled.
PAC# = 86-001
Related to COR: SSC/ARO-095
TBS Registration Number: 002162

STANDARD BANKS

The following banks are located at headquarters.

SSC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000489

SSC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000490

SSC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000491

SSC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000492

SSC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000493

SSC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000494

SSC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000495

SSC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000496

SSC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000497

SSC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000498

SSC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000499

SSC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000502

SSC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000503

SSC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000505

SSC/P-SE-920
Incentive Awards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001760

Deleted Personal Information Banks

The following personal information banks have been deleted and incorporated into other classes of records maintained by the Department:

SSC/P-SE-913	Travel and Relocation
SSC/P-SE-914	Parking
SSC/P-SE-917	Identification and Building-pass Cards

DEPARTMENT OF THE SOLICITOR GENERAL

Chapter 54

DEPARTMENT OF THE SOLICITOR GENERAL

Background

The Department of the Solicitor General was established in 1966 when Parliament enacted the *Department of the Solicitor General Act*, which assigned to the Solicitor General, responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, parole, remissions, and the Royal Canadian Mounted Police.

Evolutionary additions and changes to these responsibilities resulted in the Department's reorganization into a ministry, incorporating the Secretariat, the Royal Canadian Mounted Police, the Correctional Service of Canada, the National Parole Board, the Office of the Correctional Investigator, the Canadian Security Intelligence Service (CSIS) and the Office of the Inspector General.

Overall Responsibilities

The Solicitor General discharges certain duties specifically assigned under a number of acts, notably the *Royal Canadian Mounted Police Act*, the *Penitentiary Act*, the *Parole Act*, the *Prisons and Reformatories Act*, the *Immigration Act*, the *Canadian Security Intelligence Service Act*, the *Criminal Records Act*, and the *Criminal Code of Canada*. In addition, the agencies of the Ministry have an operational responsibility for the discharge of functions under acts such as the *Criminal Identification Act*, the *Diplomatic and Consular Privileges and Immunities Act*, the *Fugitive Offenders Act* and the *Migratory Birds Act*, among others. Specific mandates of the Ministry's agencies are as follows.

The Secretariat provides policy analysis and development, research, consultation, liaison, co-ordination and program management services to the Solicitor General in support of his general responsibilities as a Minister of the Crown and in support of his specific responsibilities for national security, policing, corrections and release, and for certain other aspects of criminal justice.

The RCMP is responsible for the enforcement of federal statutes, provision of police services under provincial and municipal contracts, and of national police services.

The Correctional Service of Canada (CSC) is responsible for the custody of inmates, their health care, education, training and employment. It also provides inmate counselling and personal development programs and supervises parolees.

The National Parole Board (NPB) is responsible for granting or denying parole, including day parole, to inmates of federal and provincial prisons. It also rules on unescorted temporary absences for inmates of federal penitentiaries and recommends the exercise of the Royal Prerogative of Mercy and the granting of pardons.

The Correctional Investigator's mandate is to investigate complaints from, or on behalf of, incarcerated persons and report upon problems identified; in essence, acting as an ombudsman, endeavouring to resolve complaints by administrative action.

The Canadian Security Intelligence Service (CSIS) collects, analyses and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada.

The Inspector General is responsible for the monitoring and review of the operational activities of the Canadian Security Intelligence Service.

The Office of the Correctional Investigator, the RCMP, the Correctional Service of Canada, the National Parole Board, the Canadian Security Intelligence Service and the Inspector General are described in greater detail elsewhere in this Index with a complete listing of the personal information banks they hold. Requests for access to personal information specifically related to these agencies should be directed to the Privacy Co-ordinator of the particular agency.

Access Procedures

Requests for access to personal information held by the Secretariat should be addressed to:

Access to Information and Privacy Co-ordinator
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 991-2930

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Police and Security Branch

SGC/P-PU-005
Records Access Request Bank
Description: This bank contains requests for information, responses to requests, and information relating to their processing. Information is organized first by fiscal year and then by sequence of the access requests numbers.
Class of Individuals: This bank contains records relating to individuals who have submitted a request i.e. name, address, telephone number, social insurance number and other information as provided on the request form.
Purpose: This bank is used in the administration of the *Access to Information Act* and the *Privacy Act*.
Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.
Retention and Disposal Standards: The files are kept for a minimum of two years.
PAC# = 78-001
Related to COR: SGC/PSB-025
TBS Registration Number: 001531

SGC/P-PU-010
Applications for Employment
Description: This bank contains information on individuals who have sent a written application for employment to the Ministry Secretariat. The files contain letters, completed application forms, resumes, letters of reference and normally, letters from the Secretariat acknowledging receipt of applications.
Class of Individuals: The bank contains personal information concerning individuals who are interested in securing employment with the Secretariat.
Purpose: These records are used for reference when vacancies arise.
Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.
Retention and Disposal Standards: These records are kept for three years.
PAC# = 78-001
TBS Registration Number: 001532

DEPARTMENT OF THE SOLICITOR GENERAL

SGC/P-PU-015

Research Projects

Description: This bank contains information about proposals to conduct criminal justice research and research projects actually conducted. Records contain the proposal including information about researchers, departmental assessments of the proposals and notification of acceptance or rejection of the research proposal. For projects actually conducted, the records contain results of the research, departmental assessments of the research and information about the costs of the research.

Class of Individuals: Researchers.

Purpose: To evaluate results, departmental assessments and costs of the research.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: The records are retained for two years in the case of rejected proposals and five years for accepted projects.

PAC# = 83-011

TBS Registration Number: 001533

SGC/P-PU-020

Demonstration Projects and Initiatives

Description: This bank contains information about experimental or innovative projects and other initiatives in the area policing and law enforcement which are being considered for funding or which are being funded by the Police and Law Enforcement Directorate. Files in the bank contain information about project proposals including information about project staff, departmental assessments of the proposals and notification of acceptance or rejection of the proposal. For proposals which are accepted, the bank contains information about the results of the work, departmental assessments of the work and information about the costs of the work.

Class of Individuals: Project staff.

Purpose: To evaluate results, departmental assessments and costs of the work.

Consistent Uses: The information in this bank is used only for the purpose for which the information was collected.

Retention and Disposal Standards: The records are retained for five years.

PAC# = 83-011

TBS Registration Number: 001534

SGC/P-PU-026

National Security Records

This bank was established in 1971 and contains personal information relating to espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign-influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. Information is also held in respect to advice to the Solicitor General, and the Solicitor General's responsibilities under the *Citizenship Act* and the *Immigration Act*. This bank also contains personal information relating to criminal intelligence investigations or cases involving offences against the *Criminal Code*, and/or against federal and provincial statutes and includes such matters as organized crime and terrorism, which have implications for the security of Canada relating to federal government activities and contingency plans designed to counter, or respond to, activities hostile to the security of Canada in peace or war; or relating to investigations concerning threats or incidents involving national or international dignitaries or involving government property; and relating to information provided by foreign or Canadian dignitaries for protective purposes. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertains to the capabilities, intentions, or activities of a foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or, any corporation except one incorporated pursuant to the laws of Canada or of any province. This bank also includes information relating to the administrative security policies and programs of the Government of Canada including measures to ensure personal security; information security; EDP security; communications security and technical security. This bank also contains information in relation to the duties and functions of the Inspector General and the Security Intelligence Review Committee, and information relating to the mandate of the former RCMP Security Service collected prior to July 16, 1984. Information in this bank relates to individuals who are known or suspected to be involved in activities constituting threats to the security of Canada, or contrary to law, or who may be subject to threats or possible threats to their safety; and individuals who may, in relation to the defence of Canada or the conduct of international affairs, provide information or intelligence relating to the capabilities, intentions or activities of foreign states or persons. This bank is used to support the Solicitor General, the Deputy Solicitor General, and their officials in the exercise of their statutory duties, powers and functions; in carrying out such other national security and related law enforcement responsibilities as may be assigned to them; and in fulfilling their obligations to manage, and be accountable to Parliament for, the national security policies and programs of the Ministry. This bank may be subject to the following use or disclosure: information relating to threats to the safety of persons or property or to the security of Canada may be disclosed to officials of the Government of Canada, to officials of other levels of government in Canada, and to such other persons as the Solicitor General may determine are either subject to such a threat, or are in a position to assist the Government of Canada in the detection, prevention or suppression of any such threatening activities; information relating to activities known or suspected of being contrary to law may be disclosed to persons having jurisdiction to investigate such activities, or to persons with responsibility to enforce the law; information in this bank is also used to develop policy and provide advice to the Solicitor General in relation to national security policy, ministerial direction of the Canadian Security Intelligence Service, and to the RCMP in relation to its responsibilities set out in section 61 of the *Security Offences Act*; the exercise of ministerial authority pursuant to the *Canadian Security Intelligence Service Act* and the relevant provisions of the *Citizenship Act* and the *Immigration Act* respecting individuals known or suspected of being involved in subversive or hostile activities, including terrorism and other criminal activities; and to the Cabinet, its committees, and federal departments and agencies in relation to national security policy, threats to the security of Canada; the analysis and implementation of administrative security policies; and the formulation of plans and other measures designed to counter, or respond to threats to the security of Canada in peace or war. Retention and disposal standards are under revision.

SGC/P-PU-035

Protection of Privacy (as Defined in Section 178.1 to 178.23 Inclusive of the Criminal Code)

Description: This bank contains the names and addresses of individuals designated by the Solicitor General of Canada for the purposes of paragraphs 178.12(1)(a) and 178.15(1)(a) and subsection 178.13 (2.1) of the *Criminal Code* regarding interception of private communications.

*Class of Individuals:*Individuals designated by the Solicitor General of Canada for the purposes of sections 178.12(1), 178.13(2.1) and

178.15(1) of the *Criminal Code* regarding interception of private communications. Names of agents who made application for wiretap authorizations under sections 178.12(1) and 178.15(1).
Purpose: This bank is used to administer the designation, and the reversal of that designation, of persons, as defined in the section of the *Criminal Code* outlined above.
Consistent Uses: The information in this bank is used only for the purpose for which it was collected.
Retention and Disposal Standards: Under review.
PAC# = 83-011
Related to COR: SGC/PSB-025
TBS Registration Number: 001537

SGC/P-PU-040

Security Clearance Records
Description: This bank contains personal information on individuals who are or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Solicitor General or the Security Advisory Committee for advice. This bank also contains the reports of the Security Intelligence Review Committee provided to the Solicitor General pursuant to subsection 52(2) of the *Canadian Security Intelligence Service Act* containing the findings and recommendations of the Committee concerning complaints by individuals denied a security clearance. This bank may also contain personal data, criminal records, security analyses, investigative reports, related correspondence and a notation of the level of clearance requested, granted or denied.
Class of Individuals: Individuals who are, or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Solicitor General or the Security Advisory Committee for advice.
Purpose: The information in this bank is used to support the Solicitor General, Deputy Solicitor General, and their officials in the exercise of their duties, powers and functions with respect to the security assessment and security clearance program of the Government of Canada.
Consistent Uses: Information in this bank concerning the loyalty to Canada, and so far as it relates thereto, the reliability of individuals, may be disclosed to officials of the Government of Canada, or to officials of a province, where the government of a province or a police force in a province, have entered into an arrangement with CSIS pursuant to subsection 13(2) of the *Canadian Security Intelligence Service Act* to provide it with security assessments; information in this bank is also used to support analysis and advice given in respect of decisions taken, or to be taken, in departments or agencies of the federal government, on the suitability of an individual for a security clearance; or to provide advice with respect to the policy implications of particular cases.
Retention and Disposal Standards: Under review.
PAC# = 83-011
TBS Registration Number: 001538

SGC/P-PU-045

Police and Law Enforcement — RCMP Personnel and Administrative Records
Description: This bank contains personal information on certain individuals who are currently serving or who have served in the RCMP. The files contain such material as recommendations for promotion, discharge/demotion documentation, formal grievances and their resolution, documentation on disciplinary proceedings and actions, termination of service material, and payments from the Supplementary Survivor Income Benefit Plan. On individuals who have been involved in complaints against the Force or its members, the files contain reports, memoranda and correspondence. On individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the RCMP, the files contain investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation.
Class of Individuals: Individuals who are currently serving or who have served in the RCMP; individuals who have been involved in complaints against the RCMP or its members; individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the RCMP.
Purpose: This information is used: (i) to provide advice to the Minister in respect of his statutory responsibilities for all matters pertaining to the RCMP; and (ii) to provide policy support and advice to the Minister, in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP.
Consistent Uses: The information in this bank is used only for the purpose for which it was collected.
Retention and Disposal Standards: Under review.
PAC# = 83-011
TBS Registration Number: 001539

SGC/P-PU-050

Police and Law Enforcement — RCMP Operational Records
Description: This bank contains personal information on individuals who have been involved in investigations under federal statutes, including the *Criminal Code* provincial statutes, municipal by-laws and territorial ordinances. As well, personal information is contained on individuals who have been involved in various criminal intelligence investigations including organized crime, terrorism, securities fraud, corruption, conterfeiting, extortion, gambling, loan sharking, pornography and prostitution. The files contain reports, memoranda and correspondence.
Class of Individuals: Individuals who have been involved in investigations under federal statutes, including the *Criminal Code*, provincial statutes, municipal by-laws and territorial ordinances.
Purpose: This information is used to provide policy support and advice to the Minister in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP.
Consistent Uses: The information in this bank is used only for the purpose for which it was collected.
Retention and Disposal Standards: Under review.
PAC# = 83-011
TBS Registration Number: 001540

SGC/P-PU-060

Employment Development Projects
Description: This bank contains information about criminal justice employment development projects including project proposals and projects actually funded. For proposed projects, the bank contains information about the proposals including information about project staff, departmental comments of the proposals and notification of acceptance or rejection of the proposals. For accepted proposals, the bank contains information about the results of the work, departmental assessments of the work and financial information concerning the projects.
Class of Individuals: Project staff.
Purpose: To maintain information on employment development projects and participants.
Consistent Uses: The information in this bank is used only for the purpose for which it was collected.
Retention and Disposal Standards: To be submitted to National Archives of Canada.
PAC# = 83-011
TBS Registration Number: 001542

SGC/P-PU-065

Inventory of Contractors

Description: This bank contains information about potential contractors particularly with respect to contractors with expertise in the area of criminal justice research and development. The bank includes information about the areas of expertise, personnel, locations, size and past performance on government contractors, if applicable, of firms involved in criminal justice.
Class of Individuals: Potential contractors particularly with respect to contractors with expertise in the area of criminal justice research and development.
Purpose: To maintain information on expertise and experience of contractors to assist the Secretariat to manage the competitive process for contractors.
Consistent Uses: The information in this bank is used only for the purpose for which it was collected.
Retention and Disposal Standards: To be submitted to National Archives of Canada.
PAC# = 83-011
TBS Registration Number: 001543

SGC/P-PU-070

National Crime Prevention Week Evaluation

Description: This bank contains information about the impact and practice of National Crime Prevention Week and crime prevention in general. The bank includes public opinion results regarding the awareness, impact and practice of crime prevention methods and media involvement, as well as an evaluation of overall media participation during the Week.
Class of Individuals: General adult Canadian population and organizations/individuals/radio stations involved in National Crime Prevention Week.
Purpose: To evaluate the impact and perceived effectiveness of National Crime Prevention Week.
Consistent Uses: The information in this bank is used only for the purpose for which it was collected.
Retention and Disposal Standards: The information will be retained for five years and then destroyed.
TBS Registration Number: 001827

Classes of Personal Information

Secretariat Records Office

In the course of conducting the programs and activities of the Ministry Secretariat, personal information may be accumulated which is not contained in any of the specific personal information banks described in this entry, or the standard banks located elsewhere in the index. Such personal information exists in a fragmented form throughout some 45,000 files located in Ottawa and five other cities across Canada. The information relates to criminal justice system policy; police and law enforcement issues; and general administrative matters. Most of the information is generated internally. However, a portion comes from the general public in the form of opinions or inquiries. This information is not intended to be used for any administrative purpose affecting individuals by the Ministry Secretariat. Information may include names, addresses, profession, and is normally only retrievable if specifics are provided, e.g., project titles, dates, events, organization titles and locations.

Police and Security

In the course of conducting the programs and activities of the Police and Security Branch, personal information may be accumulated which is not contained in any specific personal information bank described in this entry. This information is not intended to be used for any administrative purpose affecting individuals. Such personal information may include names, addresses, and titles of positions which are contained in the general subject files where the records are not normally retrieved by personal identifiers. The personal information is normally retrieved only if specific subjects, events, dates or projects are provided.

Security Intelligence Transitional Group (SITG)

In the course of conducting the activities and programs of this planning group, personal information may have been accumulated which was not contained in the specific personal information bank described in this entry, i.e. planning information on the organizational, personnel and administrative structure for the new security agency; public opinions and enquiries. This information is not intended for use in any administrative purpose affecting individuals by the Security Intelligence Transitional Group. The information may contain names, addresses, and position titles and is stored as a part of the general subject files where records are not normally retrieved by personal identifiers. The information is only retrievable if specific subjects, dates, or events are provided.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Access to Information and Privacy Co-ordinator
Ministry Secretariat
Ministry of the Solicitor General
13th Floor
Sir Wilfrid Laurier Building
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 991-2930

STANDARD BANKS

The following banks are located at headquarters.

SGC/P-SE-901

Employee Personnel Record

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001544

SGC/P-SE-902

Staffing

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001545

SGC/P-SE-903

Attendance and Leave

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001546

SGC/P-SE-904

Pay and Benefits

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001547

SGC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001548

SGC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001549

SGC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001550

SGC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001551

SGC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001552

SGC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001553

SGC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001554

SGC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001555

SGC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001556

SGC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001557

SGC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001558

SGC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001559

Deleted Personal Information Banks

The following has been transferred to the Privy Council Office:

SGC/P-PU-055	Commissions of Enquiry

DEPARTMENT OF SUPPLY AND SERVICES

Chapter 55

DEPARTMENT OF SUPPLY AND SERVICES

Overall Responsibilities

The Department of Supply and Services is the supply and accounting arm of the government and operates under two major programs. As a common service agency, the Department, through the Supply Program, acquires and provides goods and services in support of the operational programs of other federal government departments and agencies. Its activities include requirements definition; the acquisition of goods and services of a scientific, engineering and commercial nature; maintenance and repair; printing and publishing; traffic management; advertising management; security services; expositions; warehousing and distribution; assets managements; and disposal services.

The Services Program provides a broad range of administrative, management and advisory services to the government, including the administration of the Consolidated Revenue Fund and making payments from it; maintaining the accounts of Canada; operating the public service payroll and superannuation systems; and providing optional auditing, management consulting and certain accounting services to departments and agencies. The office of the custodian is administered within this program.

Access Procedures

Enquiries under the *Privacy Act* concerning departmental banks, as well as enquiries concerning the Custodian of Enemy Property, should be addressed to:

Privacy Co-ordinator
Supply and Services Canada
Place du Portage, Phase III, 13A1
11 Laurier Street
Hull, Quebec
(Mail: Ottawa, Ontario K1A 1H2)
(819) 956-1820

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Supply Operations Sector

DSS/P-PU-005
Vendor Sourcing Records
Description: This bank contains business information such as financial data, indications of suppliers' manufacturing and distribution capabilities, lists of main products, equipment or services provided, and performance reports. It may also contain personal information such as personal histories and characteristics, education and performance of sole proprietors or partners.
Class of Individuals: Individual companies/suppliers who wish to do business with the Department.
Purpose: To identify potential suppliers.
Retention and Disposal Standards: Five year retention period for automated records; two years for manual records.
PAC# = 68-048
TBS Registration Number: 001367

DSS/P-PU-010
Science Procurement Information Network (SPIN)
Description: This bank contains information on sources of research and development. The information held on companies contains data on their unique research and development facilities, long-range plans, production and marketing capabilities, financial statements, qualifications of firms' management and performance ratings of companies' work.
Class of Individuals: Consultants, professionals and scientific researchers.
Purpose: To select establishments to undertake contract work in the field of science and technology.
Retention and Disposal Standards: Inactive records are kept for five years. Active records are amended as appropriate.
PAC# = 69-048
TBS Registration Number: 001368

Finance and Administration Sector

DSS/P-PU-015
Industry Personnel Clearance and Reliability Records
Description: This bank contains personal history data, fingerprints, oath of secrecy, social insurance number, consent, briefing request and authorization and citizenship documentation (if applicable), certification of reliability, credit information as well as correspondence related to the security clearance or verification of reliability of industry personnel.
Class of Individuals: Canadian industry personnel.
Purpose: To record security clearance and verification of reliability data on applicable Canadian industry personnel.
Consistent Uses: To support decisions on the granting of personnel security clearance or reliability status in relation to classified or other sensitive contracting activity in the private sector.
Retention and Disposal Standards: If not renewed, records are destroyed six years after date of security clearance or verification of reliability.
PAC# = 79-018
Related to COR: DSS/FAS-105
TBS Registration Number: 001369

Management and Operational Services

DSS/P-PU-020
Files of the Custodian
Description: The bank contains all relevant records and correspondence relating to the individuals whose assets were being administered.
Class of Individuals: Those persons whose assets were taken into custody during World Wars I and II.
Purpose: To record the transactions involving the Custodian and persons whose assets were taken into custody during World Wars I and II.
Retention and Disposal Standards: All records are to be referred to National Archives of Canada for selective retention.
PAC# = 77-007
Related to COR: DSS/MOS-150
TBS Registration Number: 001370

DSS/P-PU-025
Private Sector Consultants Registered with the Bureau of Management Consultants
Description: This bank contains a record of consultants and consulting firms from the private sector who have requested registration with the Bureau of Management Consultants.
Class of Individuals: Consultants and consulting firms from the private sector.
Purpose: The information is for registration in order to be considered for work on consulting assignments with the bureau.
Retention and Disposal Standards: Records are updated every three years after date of receipt, or immediately when superseded.
PAC# = 78-001
Related to COR: DSS/MOS-155
TBS Registration Number: 001371

DEPARTMENT OF SUPPLY AND SERVICES

Departmental Corporate Secretary

DSS/P-PU-030

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting their files, the replies to such requests and information related to their processing.
Class of Individuals: All Canadian citizens.
Purpose: Used for processing access requests only and to report on the number of requests received and processed, quarterly and annually.
Retention and Disposal Standards: Records are destroyed two years after date of receipt.
PAC# = 78-001
TBS Registration Number: 001372

DSS/P-PU-035

Information Disclosed to Investigative Bodies

Description: This information bank contains a copy of access requests pertaining to personal information on Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the *Privacy Act* to the Department of Supply and Services under section 8(2)(*e*) of the same Act. These nation-wide requests are made concerning individuals for the purpose of law enforcement. The bank also contains the replies to such requests and gives particulars concerning information related to their processing.
Class of Individuals: Individuals involved in investigations under the *Criminal Code*, federal and provincial statutes and municipal bylaws.
Purpose: The purpose of this bank is to document requests under section 8(2)(*e*) of the *Privacy Act*.
Consistent Uses: This bank will allow for the auditing of the procedures utilized for the exchange of personal information with investigative bodies under section 8(2) (*e*) of the *Privacy Act*.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
TBS Registration Number: 001836

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

All official requests for information should be addressed to:

Privacy Co-ordinator
Supply and Services Canada
Place du Portage, Phase III, 13A1
11 Laurier Street
Hull, Quebec
(Mail: Ottawa, Ontario K1A 1H2)
(819) 956-1820

CENTRAL BANKS

Regional Directorates

DSS/P-CE-701

Superannuation Annuitant System Database

Description: This bank contains the vital statistics of annuitants and survivors, data on the service deductions and recent cheques issued for federal public servants under the *Superannuation Act;* annuitants under old pension acts and their survivors.
Class of Individuals: Former federal public servants and their survivors.
Purpose: Used to issue pension cheques to pensioners, to inform recipients of changed pension entitlements or deductions, and for statistical purposes.
Consistent Uses: The information contained in this bank may be used for statistical research purposes, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation.
Retention and Disposal Standards: Records are destroyed two years after all actions are completed.
PAC# = 78-001
TBS Registration Number: 001373

DSS/P-CE-702

Superannuation Hard Cover Files

Description: This bank contains instruments of appointment, vital statistics, documents, elections, notices, calculations correspondence, computer printouts, geographic location, pension and insurance benefits.
Class of Individuals: Active and former federal public servants under the *Public Service Superannuation Act* and about 50 annuitants under old pension acts.
Purpose: To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors.
Retention and Disposal Standards: Records are destroyed two years after all actions are completed.
PAC# = 78-001
TBS Registration Number: 001374

DSS/P-CE-703

Insurance Application Cards

Description: This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all federal government employees who are members of the various plans. In PSMIP, all persons receiving pensions are eligible. In Disability Insurance, cards are maintained only for optional participants.
Class of Individuals: All employees of the federal government who are members of the various plans.
Purpose: To provide coverage and support claims under the Group Hospital Medical Insurance Plan, the Public Services Management Insurance Plan (PSMIP), Long Term Disability Plan and the Disability Insurance Plan.
Retention and Disposal Standards: Records are destroyed one year after death of employee.
PAC# = 78-001
TBS Registration Number: 001375

STANDARD BANKS

The following banks are located at headquarters and in the regions.

DSS/P-SE-901

Employee Personnel Record

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001376

DSS/P-SE-902

Staffing

See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001377

DEPARTMENT OF SUPPLY AND SERVICES

DSS/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001378

DSS/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001379

DSS/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001380

DSS/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001381

DSS/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001382

DSS/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001383

DSS/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001384

DSS/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001385

DSS/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001386

DSS/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001387

DSS/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001388

DSS/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001389

DSS/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001390

DSS/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001391

DSS/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001392

DSS/P-SE-918
Affirmative Action Program (New)
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 002148

DSS/P-SE-919
Personal Harassment (New)
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 002149

DSS/P-SE-920
Incentive Awards (New)
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 002150

DEPARTMENT OF TRANSPORT

Chapter 56

DEPARTMENT OF TRANSPORT

Organization

The overall organizational structure of the Department of Transport (also called Transport Canada) is divided into two sectors: the Operations Sector which consists of the Aviation Group, the Airports Authority Group, Marine Group (including the Canadian Coast Guard, St. Lawrence Seaway Authority, Ports Canada, and the Pilotage Authorities) and the Surface Group (including Railways, Dangerous Goods and Road Safety); and the Corporate Sector which consists of the Policy and Co-ordination Group, the Personnel Group, the Finance Group, the Review Group, Public Affairs, and the Security and Emergency Planning Group.

Access Procedures

Employee personal information banks are maintained in various personnel offices in the Department across Canada (see Personal Information Banks — Federal Employees). Enquiries from employees regarding access to personnel files should be addressed to the head of the local personnel unit. All enquiries from other individuals regarding access to Transport Canada's information banks should be addressed to:

Privacy Co-ordinator
Transport Canada
Place de Ville
Tower C, 26th Floor
Ottawa, Ontario
K1A 0N5
(613) 993-6161

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Aviation Group

DOT/P-PU-005

Aviation Licensing Database

Description: It contains personal characteristics, aviation training reports, routine medical reports, skills and licensing details on individual holders of civil aviation permits and licenses. Material on enforcement activities under the *Aeronautics Act*, and the Air Regulations and Air Navigation Orders is also included as well as occasional information related to enforcement under the *Criminal Code*.

Class of Individuals: Air pilots, aircraft maintenance engineers, flight engineers, air traffic controllers, flight navigators, applicants for licences.

Purpose: This bank is established to administer the issuance of Canadian Aviation Personnel licenses. It is used to monitor and control the issuance of licenses and permits.

Consistent Uses: Information on an individual's type of licence, ratings and validity date is released to the general public in response to a specific request.

Retention and Disposal Standards: Individual files are destroyed when a person dies or reaches the age of 100.
PAC# = 80-029

Related to COR: DOT/DLC-095

TBS Registration Number: 001043

DOT/P-PU-010

Aircraft

Description: The bank contains the names, addresses and telephone numbers of actual and previous owners of aircraft registered in Canada, copies of aircraft registration certificates, i.e. bills of sale, lease agreements, conditional sales contracts and other legal documentation which testify to the legal custody and control of aircraft, completed application forms for the registration of aircraft and customs declaration documents up to 1983 (customs declaration was no longer required after 1983 for the purpose of registering aircraft) and any correspondence between Transport Canada and anyone in regard to matters concerning the registration of aircraft.

Class of Individuals: Actual and previous Canadian registered owners of aircraft.

Purpose: This information is used for the aircraft registration publication: The Canadian Civil Aircraft Register, and its updating. The register is published by regulation and is used extensively for flight safety purposes, accident investigations, policing and other uses.

Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 80-029

Related to COR: DOT/DLC-100

TBS Registration Number: 001044

DOT/P-PU-015

Enforcement

Description: These files contain case histories of all individuals in enforcement actions.

Class of Individuals: Persons identified in enforcement actions, whether or not they are holders of Canadian aviation documents, and foreign nationals, whether they are licence holders or not.

Purpose: In the development of enforcement policies and procedures, functional supervision and auditing of enforcement activities by regional offices, communication with other federal departments, including the Department of Justice and the RCMP concerning enforcement of Part I of the *Aeronautics Act* and its regulations and various related administrative functions.

Retention and Disposal Standards: Files are retained for five years.
PAC# = 80-029

TBS Registration Number: 001045

DOT/P-PU-016

Aviation Legislation Consultation (New)

Description: This bank contains comments from the public on proposed aviation legislation received as a result of publication of proposed legislation in the *Canada Gazette*, Part I, or on a solicited or unsolicited basis.

Class of Individuals: General public

Purpose: Comments are obtained for the purpose of developing aviation legislation that is as responsive as possible to the needs of the aviation community and the public.

Retention and Disposal Standards: To be determined.

Related to COR: DOT/DEL-125

TBS Registration Number: 002300

DOT/P-PU-020

Aviation Medical Licensing Data Bank

Description: This bank contains a summary of medical information, proficiency data, accident and enforcement data pertinent to the determination of fitness for aviation duties.

Class of Individuals: Restricted to individuals with non-routine medical reports provided for licensing under the *Aeronautics Act*.

Purpose: To ensure consistent application of medical standards to borderline cases from all regions.

Retention and Disposal Standards: Files are retained for ten years.
PAC# = 80-029

TBS Registration Number: 001046

DOT/P-PU-025

Electrocardiographic (ECG) Records

Description: This bank functions as a central repository for electrocardiographic records for licensed aviation personnel. Data includes ECG records with or without interpretation records.

Class of Individuals: Aviation personnel who require ECG's for licensing purposes.

Purpose: Licensing and research.

Retention and Disposal Standards: Files are retained for 75 years.

PAC# = 80-029

TBS Registration Number: 001047

Marine Group

DOT/P-PU-030

Certificates of Competency and Service as Master or Mate

Description: This bank is a record of information on all certificates of competency or service granted in accordance with section 136 of the *Canada Shipping Act* and to record information on all certificates issued pursuant to section 237 of the Act. It contains names, dates and places of birth, grades and classes of certificates with any endorsements, places of examination and dates of issue of certificates, for certificates issued to any Canadian or British subject or landed immigrant to Canada who has passed an examination for a certificate of competency as master or mate or obtained any certificate pursuant to section 232 of the Act.

Class of Individuals: All persons who have made application for, or who hold a certificate of competency or service as master or mate on a Canadian ship.

Purpose: The bank is used to confirm that an individual is qualified to act in any particular capacity; to ascertain if an individual may be named in an exemption and to replace lost certificates.

Retention and Disposal Standards: Individual files are destroyed when persons reach the age of 75.

TBS Registration Number: 001048

DOT/P-PU-035

Certificates of Competency as a Marine Engineer

Description: This bank records information on the issue of marine engineer certificates as required by section 136 of the *Canada Shipping Act*. It contains dates and places of birth, grades, types, numbers and dates of issuance of the certificate granted for any Canadian or landed immigrant who has passed the appropriate examination and has been granted a marine engineer certificate of competency.

Class of Individuals: Canadian citizens, permanent residents of Canada and citizens of Commonwealth countries who wish to take Canadian Coast Guard marine engineering examinations.

Purpose: The bank is used to ascertain that an individual has been granted a specific marine engineer certificate.

Retention and Disposal Standards: Files are retained indefinitely.

PAC# = 77-018

Related to COR: DOT/MSS-200

TBS Registration Number: 001049

DOT/P-PU-038

Certificates of Competency and Service as Engineer at Sea

Description: This bank is a record of information on all certificates of Competency as Engineers or service granted in accordance with section 115 of the *Canada Shipping Act*. It contains names, dates and places of birth, grades and classes of certificates, places of examination and the dates of issue of certificates as issued to Canadian citizens, or permanent residents of Canada who passed the appropriate examinations as per sections 120 to 126 of the *Canada Shipping Act*.

Class of Individuals: All persons who have made application for, or who hold a certificate of competency or service as Engineer at Sea.

Purpose: The bank is used to confirm that an individual is qualified to act in a particular capacity on board a ship and to ascertain that the individual may be named in an exemption. The bank is also used to facilitate the replacement of a lost certificate, etc.

Retention and Disposal Standards: Individual files are destroyed when a person dies or reaches the age of 75.

Related to COR: DOT/MSS-200

TBS Registration Number: 001899

DOT/P-PU-039

Air Cushion Vehicle Personnel Certification (New)

Description: This bank is a record of information related to the certification of crew members or engineers for employment on Air Cushion Vehicles granted in accordance with Part IV of Air Regulations. It contains names, dates of birth, technical education and qualifications of applicants, examination results and departmental certificates issued.

Class of Individuals: All persons who have applied for certification as an Air Cushion Vehicle crew member or engineer.

Purpose: The purpose of this bank is to provide documentation confirming that applicants are appropriately qualified, and certificated, in accordance with departmental requirements.

Consistent Uses: To authenticate decisions relating to examination requirements and to provide a record of an individual's career progress. Information is normally provided only to the individual and his/her employer. Information relating only to the type and validity of a licence may be released to the general public in response to a specific request.

Retention and Disposal Standards: Individual files are destroyed when the individual dies or reaches the age of 75.

PAC# = 77-018

Related to COR: DOT/MSS-240

TBS Registration Number: 002302

DOT/P-PU-040

Records of Sea Service for Canadian Merchant Seamen

Description: This bank contains individuals' names, dates and places of birth, record of vessels and periods of service for Merchant Seamen in the Canadian Merchant Navy. The records maintained by the Department of Transport cover the preceding 15-year period together with World War II, 1939 to 1947, and 10 specific ships which operated in the Korean Conflict, 1950 to 1953. National Archives of Canada are now custodians of Transport records for the period 1948 to 1969. Records maintained by the Department of Transport are in constant use.

Class of Individuals: Canadian Merchant Seamen.

Purpose: The purpose of this bank is to record information on Canadian Merchant Seamen in order to provide statements of sea service when required by seamen and other departments.

Retention and Disposal Standards: Files are retained indefinitely.

PAC# = 77-018

Related to COR: DOT/MSS-200

TBS Registration Number: 001050

DOT/P-PU-041

Register of Ships (New)

Description: This bank contains the names, addresses, occupations and citizenships of ship owners; and the names and addresses of mortgages of ships. The bank also contains details on the ship, and on transfers of ownership, registrations and discharges of mortgages, etc. The Register may be inspected by any person for any reason. Copies of the Register may also be obtained.

Class of Individuals: Ship owners and ship mortgagees.

Purpose: The information was compiled to comply with section 7 of the *Canada Shipping Act*. The Register of Ships confers the right to fly the Canadian flag. Registered ships are entitled to the protection of

the Crown and limitation of liability. The Register is a title system for ship ownership and registrations of mortgages.
Retention and Disposal Standards: Information is retained indefinitely.
PAC# = 79-018
Related to COR: DOT/MSS-215
TBS Registration Number: 002304

DOT/P-PU-042
Vessel Licences (New)
Description: This bank contains the name and address of the Licence holder; and the length, breadth, depth and estimated tonnage of the vessel.
Class of Individuals: Actual and previous owners of small vessels.
Purpose: The purpose of this bank is to issue licences to, and provide identification of, owners of small vessels operating in Canadian waters, rivers and lakes, and to meet the requirements of the Small Vessel Regulations. The information is also used for enforcement of safety regulations, search and rescue purposes, to provide safe boating information, etc.
Consistent Uses: This bank is also used by: officers of federal/provincial departments for enforcing various statutes and regulations and the issue of special licences or permits; police authorities for enforcing safety regulations and identifying stolen and missing property; operators of canals and locks for collecting fees and regulating traffic; operators of marinas for assessing dues and fees for docking facilities; yacht brokers to establish ownership when purchasing or taking vessels as trade-ins; banks and other financial institutions to identify owners of vessels pledged as security for loans; insurance companies to establish ownership before settling claims resulting from theft, loss or damage.
Retention and Disposal Standards: Records are retained indefinitely.
PAC# = 77-018
Related to COR: DOT/MSS-215
TBS Registration Number: 002305

DOT/P-PU-045
Record of Canadian Coast Guard Watchkeeping Certificates and Operations Endorsement
Description: This bank contains names, dates of examination, issue, birth and certificate numbers of Coast Guard watchkeeping certificates of competency and operations endorsements issued by the Canadian Coast Guard.
Class of Individuals: Relates to personnel who have acquired the necessary sea service and have subsequently successfully passed examinations.
Purpose: The purpose of this bank is to record the number of certificates issued to date and to whom they have been issued.
Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 77-018
TBS Registration Number: 001051

DOT/P-PU-050
Record of Canadian Coast Guard Command Certificates
Description: This information forms a register of the Command Certificates of Competency issued by the Canadian Coast Guard. It is maintained under the authority of Canadian Coast Guard Fleet Order No. 22. This file contains names, social insurance numbers, birth dates, date and place of examination, date of issue, names of examiners and certificate numbers issued to date.
Class of Individuals: Personnel who have obtained the qualification, generally middle to senior navigation officers or commanding officers.
Purpose: The bank is a record of the number of Command Certificates issued to date and to whom they have been issued.
Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 77-018
TBS Registration Number: 001052

DOT/P-PU-051
Canadian Emergency Beacon Registry (New)
Description: This information forms a register of 406 MHz emergency beacon numbers, the names, addresses and contact phone numbers of the beacon owners, and a brief description of the vehicle on which the beacon is carried.
Class of Individuals: The general public, private corporations and public agencies that must or have voluntarily registered their ownership of an emergency beacon.
Purpose: To provide information to organizations which participate in the search for and rescue of persons in distress in Canada and worldwide.
Consistent Uses: Should any foreign search and rescue authority receive an alert from a Canadian registered beacon, a description of the vehicle to which the beacon is registered will be passed to that authority upon request. Personal information will be used only by the Canadian search and rescue authorities.
Retention and Disposal Standards: Information is retained indefinitely or until the beacon is destroyed or registered to a new owner.
PAC# = 77-018
Related to COR: DOT/MSR-185
TBS Registration Number: 002301

DOT/P-PU-052
Marine Casualty Information System (New)
Description: This bank is designed to record details of marine casualties and accidents, and in this process it also records those individuals directly involved aboard the vessels concerned. Records are filed by vessel's name and date of occurrence, and are also accessible by person's name.
Class of Individuals: Officers, crew members, marine pilots, passengers, and any other persons aboard who may have been involved.
Purpose: The purpose of this bank is to improve marine safety by identifying contributing causes of marine casualties and accidents, and by identifying trends. It is also used as a national historic record of those who died or were injured.
Consistent Uses: This bank is used for internal audits of operational performance, following a marine casualty or accident, and to record details of death or injuries for next-of-kin.
Retention and Disposal Standards: Paper records are forwarded to the National Archives of Canada after 10 years. Computerized records are held indefinitely.
PAC# = 77-018
Related to COR: DOT/MCI-150
TBS Registration Number: 002302

Administration

DOT/P-PU-060
Staffing
Description: This bank contains unsolicited applications for employment describing personal characteristics and histories of educational and working backgrounds of applicants. Some applications also contain unsolicited performance appraisals.
Class of Individuals: Public servants and the general public.
Purpose: The purpose of this information bank is to maintain a record of candidates seeking employment in the Department. It is used to fill vacant positions in conformity with the *Public Service Employment Act* and Regulations.
Retention and Disposal Standards: Files are retained for two years.
PAC# = 78-001; 83-004
TBS Registration Number: 001053

DEPARTMENT OF TRANSPORT

DOT/P-PU-065

Access Requests

Description: This bank contains the access request forms sent by individuals requesting access to government information and their files pursuant to the *Access to Information Act* or the *Privacy Act*, the replies to such requests and information related to their processing.

Class of Individuals: General public and government employees.

Purpose: This bank is used for processing access requests only and to report on the number of access requests received annually.

Retention and Disposal Standards: Files are kept for two years after latest administrative decision.

PAC# = 83-004

Related to COR: DOT/COD-050

TBS Registration Number: 001591

DOT/P-PU-066

Executive Correspondence (New)

Description: This bank contains general correspondence to the Minister, Minister of State, Parliamentary Secretary, Ministers' Staff, Ministers' Registry, as well as departmental correspondence.

Class of Individuals: Members of the public making enquiries on the programs and policies of the Department and related agencies (VIA, CN, Air Canada, etc.); also Members of Parliament and the Cabinet.

Purpose: To inform the public on departmental policies and programs and to respond to specific issues raised by the correspondents.

Retention and Disposal Standards: Paper records are retained for up to eight months, and then sent to the National Archives of Canada in computer files.

PAC# = 86-001

TBS Registration Number: 002308

DOT/P-PU-070

Human Rights — Complaints

Description: This bank is under the control of the departmental Human Rights Co-ordinator. The files contain copies of the complaints and indications of the sections of the Act under which the complaints were lodged. Final decisions made by the CHRC are also included. The findings of the investigations conducted by the CHRC are not normally contained in this bank.

Class of Individuals: General public.

Purpose: This bank is established to process the complaints and to maintain records of complaints made against the Department of Transport to the Canadian Human Rights Commission (CHRC) and to document the departmental response to complaints.

Retention and Disposal Standards: Two years.

PAC# = 83-004

Related to COR: DOT/COD-050

TBS Registration Number: 001592

DOT/P-PU-075

Revenue Accounting and Control

Description: This bank is used for managing billing and accounts receivable systems to effect cost recovery on behalf of Transport Canada as well as the receipt and deposit of public money. Related information is maintained to administer these accounting responsibilities.

Class of Individuals: Private sector individuals to whom invoices are issued to record their indebtedness to the Government of Canada.

Purpose: Information is obtained for the billing system, the accounts receivable system, and receipt and deposit of public money.

Retention and Disposal Standards: In accordance with the Government of Canada retention and destruction periods for financial records — six years.

PAC# = 78-001, 83-004

TBS Registration Number: 001593

DOT/P-PU-080

Expenditure Accounts and Control

Description: This bank contains information pertaining to the payment of professional fees, travel and miscellaneous expenses to consultants, personal service contractors under contract with Transport Canada. Also, payment of fellowships, honorarium fees to private sector individuals with whom Transport Canada has entered into an agreement to extend this financial assistance.

Class of Individuals: Private sector individuals under contract/other agreement with Transport Canada for the provision of professional/special services.

Purpose: This bank is used for the payment of invoices and claims submitted by contractors.

Retention and Disposal Standards: The files are preserved for a six-year period (in Transport Canada for three years and thereafter sent to the National Archives of Canada).

PAC# = 78-001, 83-004

TBS Registration Number: 001594

Airports Group

DOT/P-PU-085

Airside Vehicle Operators Permit (AVOP) Database

Description: The bank contains personal information, related employment, evaluated knowledge and skill tests and results, related permit and security clearance number, copy of the permit issued and site endorsement records.

Class of Individuals: All persons operating a vehicle without escort on that portion of an airport to which public access is normally restricted.

Purpose: This bank is established to identify the location where records are held and to administer, monitor and control the issuance of airside vehicle operators permits at Canadian airports.

Consistent Uses: Used in support of licence, suspension/revocation/court action requiring supporting evidence about the licence.

Retention and Disposal Standards: Records are retained for the active life of the permit plus three years.

Related to COR: DOT/AAG-085

TBS Registration Number: 001898

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Privacy Co-ordinator
Transport Canada
Place de Ville
Tower C, 26th Floor
Ottawa, Ontario
K1A 0N5
(613) 993-6161

PARTICULAR BANKS

DOT/P-PE-801

Personnel Management System

Description: The Department maintains a personnel management information system on positions and employees. Data cover leave and attendance, pay and benefits, official languages, training, and resource utilization. The existing system has been redeveloped to automate pay transactions.

Class of Individuals: Transport Canada employees.

Purpose: The information is used as a management tool, as well as to interface with central agencies.

Retention and Disposal Standards: Files are retained for five years

(subject to review).
PAC# = 78-001
TBS Registration Number: 001073

DOT/P-PE-802

Aptitude Test Validation

Description: This bank contains operational and experimental aptitude test results of candidates hired as trainees and their training progress. This information includes the age, sex and education of these candidates.
Class of Individuals: Potential employees.
Purpose: To assess the validity of various aptitude tests.
Retention and Disposal Standards: Files are retained for two years after test is superseded.
PAC# = 78-001
TBS Registration Number: 001074

DOT/P-PE-803

Employee Assistance Program (EAP)

Description: This bank contains confidential information regarding employee's involvement in counselling, source and reason for referral, case chronology, recommendations and referral and client demographics.
Class of Individuals: Transport Canada employees using counselling services.
Purpose: The purpose of this bank is to record information necessary to administer the Employee Assistance Program and respond effectively to client needs.
Consistent Uses: To support decisions regarding employee assistance measures (e.g. referrals, recommendations, follow-up). A global data bank is used to determine general program needs and trends.
Retention and Disposal Standards: The records are destroyed two years following the date of the most recent employee assistance activity.
PAC# = 85-001
TBS Registration Number: 001069

DOT/P-PE-804

Employment Equity — Self-Identification System

Description: This bank is under the control of the departmental Employment Equity Program. The files contain data collected from a voluntary self-identification survey for Transport Canada employees. The survey requests that employees volunteer information concerning personal characteristics: name, social insurance number and target group status. The information will be updated through the attachment of survey questionnaires to the letter of offer to new employees.
Class of Individuals: Transport Canada employees.
Purpose: The bank is established to support Employment Equity analysis on the status of target group members in the Department. It will reflect the current status of the employee population and will facilitate the equitable provision of program services to all designated target groups.
Retention and Disposal Standards: Individual files will be retained until the employee leaves the Department.
PAC# = 78-001
TBS Registration Number: 001604

DOT/P-PE-805

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. The database also contains organizational and human resource costs devoted to training in the Department.
Class of Individuals: Employees of the Department of Transport and others who take departmentally-sponsored training programs.
Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.
Consistent Uses: Information is also collected and processed for planning, priorizing and reporting on the Department's training activities for each quarter in a fiscal year. Information is also used to determine requirements for training by organizational components, and to reconcile training that was: (a) planned and reported; (b) planned and not reported; or (c) not planned but reported.
Retention and Disposal Standards: Records are maintained for potential retrieval of historical data for an indeterminate period.
PAC# = 85-001
TBS Registration Number: 001058

DOT/P-PE-807

Employment Continuity Program (New)

Description: This bank contains information on employees affected by an adjustment within the workforce. This information pertains to the employees, positions, ECP status, redeployment considerations and retraining.
Class of Individuals: Employees of Transport Canada.
Purpose: The purpose of this bank is to inform the administrative personnel of the Employment Continuity Program and to support and document decisions regarding workforce adjustment, specifically as it pertains to redeployment and retraining of affected employees.
Retention and Disposal Standards: Files are kept for two years after latest administrative decisions.
PAC# = 86-001
TBS Registration Number: 002307

DOT/P-PE-808

Incentive Awards (New)

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties or practiced suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award.
Class of Individuals: Employees of the Department who have been nominated for awards under the federal government's Incentive Awards Plan or the departmental awards programs.
Purpose: To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan and the departmental awards programs.
Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.
Retention and Disposal Standards: Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 25 years, and then destroyed.
PAC# = 86-001
TBS Registration Number: 002306

STANDARD BANKS

The following banks are located at headquarters and in the regions, except for DOT/P-SE-909 **Security Clearances** which is located at headquarters only.

DEPARTMENT OF TRANSPORT

DOT/P-SE-901 *Formerly identified as:* DOT/P-PE-806
Employee Personnel Record
See Standard Bank Descriptions (Section II).

DOT/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001055

DOT/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001056

DOT/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001057

DOT/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001059

DOT/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001060

DOT/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001061

DOT/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001062

DOT/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001063

DOT/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001064

DOT/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001065

DOT/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001066

DOT/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001067

DOT/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001068

DOT/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001070

DOT/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001071

DOT/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001072

ECONOMIC COUNCIL OF CANADA

Chapter 57

ECONOMIC COUNCIL OF CANADA

Background

The Economic Council of Canada is an independent research and advisory body established by Parliament in 1963 with broad terms of reference to study and report on a wide range of matters relating to Canada's economic development.

The Act stipulates that the Council is to advise the government on "how Canada can achieve the highest possible levels of employment and efficient production in order that the country may enjoy a high and consistent rate of economic growth and that all Canadians may share in rising living standards."

By mid-1966 the Council had developed a staff of about 100, including some 40 research officers drawn from federal and provincial departments and agencies, business firms, labour organizations, universities and international institutions. The Council itself was comprised of 28 members representing all regions of Canada and most socio-economic interest groups, with three acting in a full-time capacity — the Chairman and two directors. The size of staff has varied over the years, with the introduction and termination of special references to the Council playing a major influence. As well, the in-house capacity of the Council to model, monitor and analyse the workings of the economy has been built up over time. The net result has been to increase the size of staff to about 124 individuals at present. Council membership currently numbers 22, including the three full-time members.

The Council has three principal functions, namely

- to conduct economic analyses and undertake studies with a view to providing a greater understanding of the workings of the Canadian economy and its prospects for the future;
- to make recommendations to government and the private sector on economic policy measures to improve Canada's economic performance;
- to educate and inform the Canadian public on economic problems and to stimulate, through the media and other forums, public discussion of policy solutions and economic strategies.

Access Procedures

The Privacy Co-ordinator for the Economic Council of Canada may be contacted as follows:

Director
Finance and Administration
Economic Council of Canada
P.O. Box 527
Ottawa, Ontario
K1P 5V6

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

ECC/P-PU-005
Personal Services Contracts

The purpose of this bank is to document individuals who have signed personal service contracts with the Council. The information may be used to determine terms of payment, contract extension or renewal, and other decisions pertaining to the contract. The bank may contain information on the qualifications and work experience of the contractor, letters of reference, details of the contract, and assessments of the contractor's performance. The information relates to individuals who currently have or formerly had a contract with the Economic Council of Canada. Information was obtained to document names of individuals who have signed personal service contracts with the Council. Files are destroyed six years after completion of contract.

ECC/P-PU-010
Membership of Council

The bank contains the curricula vitae, photographs and Governor in Council Appointment documents of members of the Economic Council of Canada. The membership of the Council is made public. This information relates to current and former members of the Economic Council of Canada. Members are selected from among leaders of various regional and socio-economic sectors of Canadian society. The purpose of this bank is to document information on Council members. The information in this bank dates back to 1963.

ECC/P-PU-015
Applicant Inventory

This bank contains applications/curricula vitae and letters from persons interested in working for the Council. This information relates to the general public, and is obtained to maintain a record of applications for employment received by the Council from the general public. It is used to identify suitable candidates for employment with the Council. Files in the bank are retained for five years after which they are destroyed.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Director
Finance and Administration
Economic Council of Canada
Room 1601, Tower A
333 River Road
Vanier, Ontario
K1P 5V6
(613) 993-1030

STANDARD BANKS

The following banks are located at headquarters.

ECC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001234

ECC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001235

ECC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001236

ECC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001237

ECC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001238

ECC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001239

ECC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001240

ECC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001241

ECC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001242

ECC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001243

ECC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001244

EXPORT DEVELOPMENT CORPORATION

Chapter 58

Background

The Export Development Corporation (EDC) was established on October 1, 1969, by the *Export Development Act*. The Export Development Corporation is an agent of Her Majesty in right of Canada and is a Crown corporation whose shares may be owned only by Canada. It is accountable for its affairs to Parliament through the Secretary of State for External Affairs. Both the Export Development Corporation and its predecessor, the Export Credits Insurance Corporation which commenced operations in 1944, were created to facilitate and develop trade between Canada and other countries.

The Corporation achieves this through a wide range of insurance, guarantee and financing services not normally provided by the public sector.

The Export Development Corporation's services are provided to help Canadian exporters who offer products competitive in price, quality, delivery and service, to compete internationally.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Privacy Co-ordinator
Export Development Corporation
151 O'Connor Street
P.O. Box 655
Ottawa, Ontario
K1P 5T9
(613) 598-2500

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

The following information bank is located at headquarters.

EDC/P-PU-005
Access Request Data Bank
Description: This bank contains the access request forms sent by individuals requesting information about themselves held by the Corporation; the replies to such requests and information related to their processing.
Class of Individuals: Current and former employees and the general public.
Purpose: For processing access requests only and to report on the number of requests received annually. Records are maintained in chronological order under the name of the individual requesting the information.
Retention and Disposal Standards: Records are retained for two years or until such time as the individual has had the opportunity to exercise all his or her rights under the *Privacy Act*.
PAC# = 78-001
TBS Registration Number: 000150

Classes of Personal Information

In the course of conducting the programs and activities of the Export Development Corporation (EDC), categories of personal information not used for administrative purposes affecting individuals may be accumulated. Such personal information includes, among other things, general biographies of individuals in relation to EDC's program services.

This form of personal information is retrievable if specifics are provided concerning transactions filed e.g. names of exporters, countries and projects, rather than by name of individual or other personal identifier.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

PARTICULAR BANKS

The following information banks are located at headquarters.

EDC/P-PE-801
Employee Career File
Description: This bank contains information on personal characteristics including age, sex, social insurance number, home address, citizenship, education, employment history, career resumes and references, geographical and organizational location, appointments, transfers, salary, promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System.
Class of Individuals: Current and former employees.
Purpose: To record information relevant to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment.
Consistent Uses: To support decisions on staffing; attendance and leave; pay and benefits; training and development; official languages; occupational health and safety; travel and relocation. The social insurance number is collected under the authority of the *Income Tax Act*. It is used as an identifier for employment purposes and is included in records of employment reports required by Employment and Immigration Canada.
Retention and Disposal Standards: Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 70, or until one year after death, provided two years have elapsed since the last administrative action. It may also be retained permanently if judged to be of historical value.
PAC# = 78-001
TBS Registration Number: 000151

EDC/P-PE-802
Employee Personal File
Description: This bank contains information on personal characteristics including age, sex, social insurance number, employee number, marital status, home address and telephone number, and correspondence related to engagement and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Personal information in this

bank is also recorded in the computerized Human Resources Information System.
Class of Individuals: Current and former employees.
Purpose: To provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits.
Consistent Uses: To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the *Income Tax Act*. It is used as an identifier for employment, superannuation, pay and benefits purposes, and is provided to Revenue Canada for income tax purposes, to Supply and Services Canada for superannuation purposes, to Health and Welfare Canada for pension purposes, to provincial governments for income tax and medicare purposes, and to group insurers for long-term disability claim purposes.
Retention and Disposal Standards: Retained for duration of employment. Following termination, file is retained for one year and then transferred to the control of National Archives of Canada where it is held until the individual reaches the age of 70, or until one year after death provided two years have elapsed since the last administrative action. It may also be retained permanently if judged to be of historical value.
PAC# = 78-001
TBS Registration Number: 000152

EDC/P-PE-803
Staffing
Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as age, sex, education levels and may contain the social insurance number, if provided by the candidate.
Class of Individuals: Employee applicants.
Purpose: To select candidates and staff positions.
Retention and Disposal Standards: Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File.
PAC# = 78-001
TBS Registration Number: 000153

EDC/P-PE-804
Training and Development
Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by non-government organizations, which may require the use of the social insurance number. Participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance is contained in the Performance Appraisal Form retained on the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System.
Class of Individuals: Current and former employees.
Purpose: To approve and register the participation of employees in training and development activities and to certify the achievements of employees.
Consistent Uses: To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The social insurance number is collected under the authority of the *Income Tax Act*. It may be used as an identifier when required in connection with the training and development of employees.
Retention and Disposal Standards: Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000154

EDC/P-PE-805
Official Languages
Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System.
Class of Individuals: Current and former employees.
Purpose: To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees.
Consistent Uses: To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the *Income Tax Act*. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required.
Retention and Disposal Standards: Two years following the date of last documentation, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000155

EDC/P-PE-806
Occupational Health and Safety
Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Labour Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Labour Canada under Government Employees Compensation Records (LAB/P-CE-701).
Class of Individuals: Current and former employees.
Purpose: To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program.
Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the *Income Tax Act* and is included in accident reports submitted to Labour Canada.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Labour Canada are retained for the periods specified in the relevant bank description.
PAC# = 78-001
TBS Registration Number: 000156

EDC/P-PE-807
Security Clearances
Description: This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS/P-PU-005).
Class of Individuals: Current and former employees.
Purpose: To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank.
Consistent Uses: To support decisions on staffing, transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000157

EDC/P-PE-808
Parking
Description: This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information System.
Class of Individuals: Current and former employees.
Purpose: To issue parking permits.
Consistent Uses: To issue parking permits.
Retention and Disposal Standards: Two years after the permit expires, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000159

EDC/P-PE-809
Identification and Building-Pass Cards
Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards.
Class of Individuals: Current and former employees.
Purpose: To issue identification and building-pass cards.
Retention and Disposal Standards: Two years after expiry of identification and building-pass cards, after which the records are destroyed.
PAC# = 78-001
TBS Registration Number: 000161

EDC/P-PE-810
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Current and former employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of the Corporation, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000160

EDC/P-PE-811 *Formerly identified as:* EDC/P-SE-913
Travel and Relocation
This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. It relates to current and former employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.
PAC# = 85-001

FARM CREDIT CORPORATION

Chapter 59

FARM CREDIT CORPORATION

Background

The objective of the Farm Credit Corporation is to provide long-term mortgage credit to farmers and to syndicates of farmers.

Access Procedures

Headquarters

Privacy Co-ordinator
Farm Credit Corporation
434 Queen Street
P.O. Box 2314, Postal Station D
Ottawa, Ontario
K1P 6J9
(613) 996-6606

The following information bank is located in each of the regional offices of the Farm Credit Corporation. A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to the Assistant Regional Manager, Farm Credit Corporation, at the appropriate provincial address listed below:

Alberta/British Columbia
Continental Bank Building
Suite 1550, 10250-101 Street
Edmonton, Alberta
T5J 3P4
(403) 495-4488

Saskatchewan
110-2401 Saskatchewan Drive
Regina, Saskatchewan
S4P 4H9
(306) 780-5610

Manitoba
400-5 Donald Street
Winnipeg, Manitoba
R3L 2T4
(204) 983-4039

Ontario
450 Speedvale Avenue West
Guelph, Ontario
N1H 7G7
(519) 821-1330

Quebec
2700 Laurier Boulevard, Suite 2000
P.O. Box 3600
Sainte-Foy, Quebec
G1V 4C7
(418) 648-3993

Maritime Provinces
2nd Floor, Plaza Boulevard
Phase 1
Suite 230
1133 St. George Boulevard
Moncton, New Brunswick
E1E 4E1
(506) 857-6595

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

FCC/P-PU-005
Regional Registry of Customer Files

The information contained in the files consists of loan application forms, farm appraisal reports, and financial and legal data. Each regional office holds a bank which is limited to individuals who have active loans within the province(s) or the regional office services, or who have applied unsuccessfully for assistance in that province within the past two years. Requests for data must include full name, address and file or account number if applicable. The information in this bank relates to farmers. The purpose of this bank is to record and store documentation pertaining to applications for assistance and loans made under the provision of the *Farm Credit Act* and the *Farm Syndicates Credit Act*. Documentation is used to determine the viability of the applicant's enterprise for lending, and for loan administration and statistical purposes. Records on approved loans are retained for a maximum period of 32 years, or two years from the date the loan is fully repaid, whichever is the lesser period, and then destroyed. Files for abortive/cancelled loans, or withdrawn/rejected applications are kept a maximum of two years from date of such action and then destroyed.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the headquarters address listed under Access Procedures in this chapter.

PARTICULAR BANKS

FCC/P-PE-801
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001626

STANDARD BANKS

The following banks are located at headquarters.

FCC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001625

FCC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001624

FCC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001623

FCC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001622

FCC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001621

FCC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001620

FCC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001619

FCC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001618

FCC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001617

FCC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001616

FCC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001615

FCC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001614

FCC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001613

FCC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001612

FCC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001611

FEDERAL BUSINESS DEVELOPMENT BANK

Chapter 60

FEDERAL BUSINESS DEVELOPMENT BANK

Background

The Federal Business Development Bank (FBDB), a Crown corporation, was established by the *Federal Business Development Act* (proclaimed in force on October 2, 1975) to succeed the Industrial Development Bank (IDB), which was formed in 1944.

While the IDB was primarily concerned with the provision of financial assistance, the Federal Business Development Bank was created to promote and assist in the establishment and development of business enterprises in Canada by providing financial assistance, management counselling, management training, information and advice, with particular consideration to the needs of small businesses. The Bank provides small business enterprises with a single source from which both financing and information suited to their unique requirements may be obtained.

A network of branches across Canada provide the full range of the Bank's services to small businesses located in each branch territory.

Access Procedures

Enquiries relating to the information bank and classes of personal information listed here should be addressed to:

Office of the Privacy Co-ordinator
Federal Business Development Bank
P.O. Box 335
Stock Exchange Tower Station
Montreal, Quebec
H4Z 1L4
(514) 283-3554

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

BDB/P-PU-005
Regional Register of CASE Counsellors

This bank contains information on retired business and professional people who are registered as counsellors under the CASE counselling program. The purpose for which the information was compiled or obtained was to provide information to co-ordinators on the qualifications and experience of counsellors with a view to matching them with the needs of the applicant business. Records are retained for six years from the date they become inactive.

Classes of Personal Information

In the course of conducting the programs and activities of the Loans Department, Venture Capital, Financial Planning, and Management Services, some personal information may be accumulated within the Federal Business Development Bank's client files. Information may include such items as an individual's name, age, marital status, employment or managerial history, or information relating to financial transactions in which the individual is or has been involved.

This form of personal information is normally retrievable only if specific information concerning the name of the enterprise or the number of the account concerned is provided.

Loans Department and Venture Capital client enquiries and applications are retained for two years. Loans Department and Venture Capital client files are retained for a total of six years from the date the loan is cancelled, fully repaid, withdrawn, declined or written-off and inactive. Management Services client files (counselling) are retained for six years from the date the files become inactive. Management Services enquiries (information) are retained for two years. Financial Planning client files are retained for six years from the date the files become inactive. Financial Planning enquiries are retained for two years.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries about the following banks to the address given under Access Procedures.

PARTICULAR BANKS

BDB/P-PE-801
Employment Equity Survey
Description: This bank contains information on self-identification with regard to sex, race, ethnic origin and physical or mental handicaps, as well as data on educational background, previous work experience, career aspirations, and training and development.
Class of Individuals: Permanent full-time employees; permanent part-time employees; and temporary employees.
Purpose: The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Treasury Board. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority).
Consistent Uses: The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes.
Retention and Disposal Standards: The disposal criteria for this bank are yet to be established, but these records will be retained for a period of at least three years after the year in respect of which a report is made.
TBS Registration Number: 001829

STANDARD BANKS

BDB/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000830

BDB/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000831

BDB/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000832

BDB/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000833

BDB/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000834

GRAIN TRANSPORTATION AGENCY

Chapter 61

Organization

The overall organizational structure of the Grain Transportation Agency is divided into three areas: the Operations Division, the Planning Division and the Finance and Administration Division.

Access Procedures

Employee personal information banks are maintained in the Grain Transportation Agency headquarters (see Personal Information Banks — Federal Employees). Enquiries from employees regarding access to personal files should be addressed to:

Director, Finance and Administration
Grain Transportation Agency
135 Lombard Avenue
Winnipeg, Manitoba
R3B 0T4

All enquiries from other individuals regarding access to the Grain Transportation Agency's information banks should be addressed to:

Privacy Co-ordinator
Grain Transportation Agency
135 Lombard Avenue
Winnipeg, Manitoba
R3B 0T4
(204) 983-3212

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Finance and Administration

AGT/P-PU-001
Staffing (New)
Description: This bank contains unsolicited applications for employment describing personal characteristics and curricula vitae of applicants.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record of persons seeking employment with the Agency. The bank is utilized to fill vacant positions in accordance with the *Public Service Employment Act* and Regulations.
Consistent Uses: Applications may be forwarded to the Public Service Commission for inclusion in their various inventories, with the consent of individuals concerned.
Retention and Disposal Standards: Files are retained for two years.
Related to COR: AGT/FAA-060
TBS Registration Number: 002258

AGT/P-PU-005
Access Requests (New)
Description: This bank contains any access request forms or correspondence sent by individuals requesting access to government information and their files, pursuant to the *Access to Information Act* or the *Privacy Act*; the replies to the requests; and pertinent information regarding the processing of these requests.
Class of Individuals: General public.
Purpose: This bank is used for processing access requests only, and to maintain data required to produce reports on the number of access requests received annually.
Retention and Disposal Standards: Files are retained for two years after the latest administrative decision, and then transferred to the National Archives of Canada.
Related to COR: AGT/FAA-055
TBS Registration Number: 002259

AGT/P-PU-010
Revenue Accounting and Control (New)
Description: This bank is used for managing the receipt and deposit of public money, including refunds from suppliers. Information relating to the administration of this accounting system is also included.
Class of Individuals: General public.
Purpose: Information is obtained for the receipt and deposit of public money.
Retention and Disposal Standards: Records are retained for six years, in accordance with the Government of Canada retention and destruction periods for financial records.
Related to COR: AGT/FAA-050
TBS Registration Number: 002260

AGT/P–PU-015
Expenditure Accounts and Control (New)
Description: This bank contains information regarding payments for professional fees, travel and miscellaneous expenses, to contractors and consultants under contract with the Grain Transportation Agency.
Class of Individuals: Private sector individuals under contract, or other agreement, with the Grain Transportation Agency for the provision of professional/special services.
Purpose: This bank is used for the payment of invoices and claims submitted by contractors and consultants.
Retention and Disposal Standards: The files are retained for six years (Grain Transportation Agency for three years and thereafter three more years at National Archives of Canada).
Related to COR: AGT/FAA-050
TBS Registration Number: 002261

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given under Access Procedures.

Particular Banks

AGT/P-PE-801
Personnel Management System (New)
Description: The Agency maintains a personnel management information system on jobs and employees. Information includes leave and attendance, pay and benefits, official languages, training and resource utilization. The pay system is handled on a manual basis.
Class of Individuals: Grain Transportation Agency employees.
Purpose: The information is used by management and allows the Agency to give proper data required by central agencies.
Retention and Disposal Standards: Files are retained for two years.
Related to COR: AGT/FAA-060
TBS Registration Number: 002262

AGT-P-PE-802
Employment Equity — Self Identification System (New)
Description: This bank, controlled by the Agency Employment Equity Program, contains data collected from a voluntary self-identification survey conducted on the Agency's employees. The employees are asked to provide personal information such as name, social insurance number and target group status. The data is updated through a

questionnaire sent to new employees along with a letter of job offer. Provision of social insurance number is optional.
Class of Individuals: Grain Transportation Agency employees.
Purpose: The purpose of this bank is to support Employment Equity analysis on the status of target group members of the Agency. It will reflect the current status of the employee population and will facilitate the equitable provision of program services to all target groups.
Retention and Disposal Standards: Individual files will be held until the employee leaves the Agency.
Related to COR: AGT/FAA-060
TBS Registration Number: 002263

STANDARD BANKS

The following banks are located at headquarters.

AGT/P-SE-901
Employee Personnel Record (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002220

AGT/P-SE-902
Staffing (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002221

AGT/P-SE-903
Attendance and Leave (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002222

AGT/P-SE-904
Pay and Benefits (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002223

AGT/P-SE-905
Training and Development (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002224

AGT/P-SE-906
Official Languages (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002225

AGT/P-SE-907
Occupational Safety and Health (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002226

AGT/P-SE-909
Security Clearances (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002227

AGT/P-SE-910
Grievances (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002228

AGT/P-SE-911
Discipline (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002229

AGT/P-SE-912
Performance Reviews and Employee Appraisals (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002230

AGT/P-SE-913
Travel and Relocation (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002231

AGT/P-SE-914
Parking (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002232

AGT/P-SE-915
Conflict of Interest and Post-Employment Code (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002233

AGT/P-SE-917
Identification and Building-Pass Cards (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002234

AGT/P-SE-918
Affirmative Action Program (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002235

GREAT LAKES PILOTAGE AUTHORITY, LIMITED

Chapter 62

GREAT LAKES PILOTAGE AUTHORITY, LIMITED

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The *Pilotage Act* created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority, Limited was established and incorporated in 1972 as a subsidiary of The St. Lawrence Seaway Authority. For the purpose of the *Financial Administration Act*, the Authority is a Crown corporation specified in schedule "C", Part I of that Act.

Overall Responsibilities

The role and objectives of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries; all waters in the Province of Quebec south of the northern entrance to St. Lambert Lock and all Canadian waters in and around the provinces of Ontario and Manitoba. (Pilotage in the international waters within the boundaries is shared with United States of America Pilot Corporations, which are under the direction of the United States Coast Guard, as agreed under a memorandum of arrangements between Canada and the United States.) Further, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Authority's head office is located in Cornwall, Ontario. The Eastern District Operations office is located at the headquarters in Cornwall, Ontario and the Western District Operations office is located in St. Catharines, Ontario. All management services (administrative, personnel, financial, procurement) are provided by the head office in Cornwall, Ontario.

Access Procedures

Any enquiries under the *Privacy Act* should be addressed to:

Manager
Finance and Administration
Great Lakes Pilotage Authority, Limited
P.O. Box 95
4th Floor
132 Second Street East
Cornwall, Ontario
K6H 5R9
(613) 933-2995

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

GLP/P-PU-005
Service Contracts

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation and water transportation. The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is ten years. Access to this bank will require the contract number and description of the service.

GLP/P-PU-010
Procurement

The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment. Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. The files may be used as research for future purchases. The retention period for purchase orders and supporting documentation is five years. Access to this bank will require purchase order number and the name and address of supplier.

GLP/P-PU-015
Accounts Receivable Files

The purpose of this bank is to maintain information on monies owing to the Authority. Files contain the names and addresses of firms and individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is six years. Access to this bank will require a name and address.

GLP/P-PU-020
Accounts Payable Files

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation, is seven years. Access to this bank will require a name, address and the date of the account.

GLP/P-PU-025
Application for Employment File

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. The retention period for this bank is two years. Access to this bank will require a name, address and date of birth.

GLP/P-PU-030
Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications for pilots required under the *Pilotage Act*. This bank contains information on physical characteristics, licences and certificates. The retention period for this bank is indefinite. Access to this bank will require a name and address.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the Manager, Finance and Administration, at the address given under Access Procedures.

PARTICULAR BANKS

The following bank is located at headquarters.

GLP/P-PE-801
Register of Pilots

The purpose of this bank is to retain a register of employee certificates and qualifications for employee pilots required under the *Pilotage Act*. It contains information on physical characteristics, licences and certificates. Files are retained indefinitely.

STANDARD BANKS

The following banks are located at headquarters.

GLP/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000425

GLP/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000426

IMMIGRATION APPEAL BOARD

Chapter 63

IMMIGRATION APPEAL BOARD

Background

The Immigration Appeal Board is an independent court established under the *Immigration Act*, 1976, to hear appeals made under the Act, and to consider the redetermination of claims to United Nations Convention Refugee Status. Under the Act, the Board consists of not less than seven and not more than 18 members who are appointed by the Governor-in-Council. The present Board consists of the Chairman, five vice-chairmen and 11 other members. A quorum of the Board is not less than three members, one of whom must be the Chairman or vice-chairman.

Organization

The Board's headquarters is located in Ottawa. It also has permanent regional courts in Ottawa (the National Capital Region), Montreal (Quebec and the Maritimes), Toronto (Ontario) and Vancouver (British Columbia and the Yukon). A permanent registry office is located in Winnipeg and serves the Prairies and Western Canada. The Board travels to other cities in Canada as the volume of cases warrants.

The Board is supported by an Operations Branch (Secretariat) with three regional offices.

The Board hears appeals made by permanent residents of Canada or Convention Refugees who have been ordered deported; persons holding a valid visa who are refused entry into Canada; the Minister of Employment and Immigration when he or she is not satisfied with a decision of an adjudicator which allows a person to remain in or enter Canada; Canadian citizens who have sponsored an application for landing in Canada by a member of the family class which has been refused.

Persons who have made a claim to be a Convention Refugee within the meaning of the UN Convention relating to the Status of Refugees, and whose claim has been refused by the Minister of Employment and Immigration, may apply to the Board for a redetermination of that claim.

The Board is a court of record and appeals; applications and related proceedings are heard in open court except where, at the request of one of the parties to an action, the Board in its discretion directs that the proceedings shall be *in camera*.

The Minister of Employment and Immigration is a party to all proceedings before the Board.

In making its decisions, the Board is bound by the legislation and the ensemble of Canadian immigration jurisprudence and relevant decisions and interpretations of higher courts; its proceedings are governed by rules of procedure and it has the powers, rights and privileges of a superior court of record.

Hearings are open to the public. The record of any proceeding before the Board is public information and access is provided by the registrar on request (except in the very few cases where the proceedings are *in camera*).

Access Procedures

General enquiries of an informal nature should be directed to:

National Capital Region, Quebec and the Maritimes
Registrar
200 René-Lévesque Boulevard West

East Tower, 1st Floor
Montreal, Quebec
H2Z 1X4

Ontario
Registrar
1235 Bay Street, 6th Floor
Toronto, Ontario
M5R 3K4

Prairies and Western Canada
Registrar
P.O. Box 1543
Main Post Office
Winnipeg, Manitoba
R3C 2Z4

British Columbia and the Yukon
Registrar
16th Floor, Suite 1600
800 Burrard Street
Vancouver, British Columbia
V6Z 2J9

Formal requests under the *Privacy Act* must be made in writing to:

Access and Privacy Co-ordinator
Immigration Appeal Board
116 Lisgar Street, 3rd Floor
Ottawa, Ontario
K1A 0K1
(613) 995-6486

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Operations Branch

IAB/P-PU-005
Immigration Appeal Board Records
Description: The records contain all the documentation related to the processing of any action before the Immigration Appeal Board, including all of the papers, submissions, evidence and exhibits provided by the parties to the action prior to, during and after the hearing. Decisions of the Board, the reasons for the decision, notices of any proceeding before a higher court and decisions of higher courts form part of the record.
Class of Individuals: Permanent residents of Canada or Convention Refugees who have been ordered deported; and persons holding a valid visa who are refused entry into Canada.
Purpose: The purpose of these files is to record the proceedings before the Immigration Appeal Board.
Consistent Uses: The record is used for decision-making purposes. Extracts from the records may appear in the Immigration Appeal Board Index of significant or precedent-setting decisions of the Immigration Appeal Board or of a higher court.
Retention and Disposal Standards: The case file is maintained for six months in the regional office where the case is heard; it is then referred to the National Archives of Canada, where it is retained for a further five years.
Related to COR: IAB/OPS-005
TBS Registration Number: 001308

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given under Access Procedures.

STANDARD BANKS

IAB/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001309

IAB/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001310

IAB/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001311

IAB/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001312

IAB/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001313

IAB/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001314

IAB/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001315

IAB/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001316

IAB/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001317

IAB/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001318

IAB/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001319

IAB/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001320

IAB/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001321

IAB/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001322

IAB/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001323

IAB/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001324

IAB/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001325

OFFICE OF THE INSPECTOR GENERAL OF THE CANADIAN SECURITY INTELLIGENCE SERVICE

Chapter 64

OFFICE OF THE INSPECTOR GENERAL OF THE CANADIAN SECURITY INTELLIGENCE SERVICE

Background

The first Inspector General was appointed by the Governor in Council on April 1, 1985, pursuant to section 30 of the *Canadian Security Intelligence Service Act* (the *CSIS Act*). For administrative purposes, the Office of the Inspector General forms part of the Secretariat of the Ministry of the Solicitor General.

Overall Responsibilities

The *CSIS Act* requires the Inspector General to: monitor the compliance by the Service with its operational policies; review the operational activities of the CSIS, including such reviews as the Security Intelligence Review Committee may direct; and, submit to the Solicitor General certificates stating the extent to which the Inspector General is satisfied with each report submitted by the CSIS Director under section 33 of the Act. The certificates must also indicate whether any act or thing done by the Service in the course of its operational activities during the period to which a report relates is, in the opinion of the Inspector General, not authorized by or under the Act, contravenes any directions issued by the Solicitor General, or involves an unreasonable or unnecessary exercise by the CSIS of any of its powers.

Access Procedures

Requests for access to personal information held by the Office of the Inspector General should be addressed to:

Access to Information and Privacy Co-ordinator
Office of the Inspector General of the
Canadian Security Intelligence Service
Ministry of the Solicitor General
Sir Wilfrid Laurier Building, 3rd Floor
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 990-3270

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

OIG/P-PU-010

Applications for Employment

Description: This bank contains information on individuals who have submitted written applications for employment to the Office of the Inspector General. It contains letters, completed application forms, résumés, letters of reference and, normally, letters from the Office of the Inspector General acknowledging receipt of applications. Records are organized alphabetically, by surname.

Class of Individuals: Individuals who are interested in securing employment with the Office of the Inspector General.

Purpose: These records are used for reference when vacancies arise.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: These records are kept for a minimum of two years.

TBS Registration Number: 001900

OIG/P-PU-015

Records Access Request Bank

Description: This bank contains requests for information, responses to requests, and information relating to their processing. It contains the name, address, telephone number and social insurance number of the person making the request, as well as other information provided in the request form. Information is organized by fiscal year and sequence of the access request numbers.

Class of Individuals: Individuals who have submitted a request to the Office of the Inspector General.

Purpose: This bank is used to enable the administration of the *Access to Information Act* and the *Privacy Act*.

Consistent Uses: The information in this bank is used only for the purpose for which it was collected.

Retention and Disposal Standards: These records are kept for a minimum of two years.

TBS Registration Number: 001901

Classes of Personal Information

The Inspector General does not administer a personal information collection program. However, while carrying out his official duties, he may incidentally accumulate personal information which is not contained in the information banks described in this entry. Such information exists in fragmentary form throughout the files maintained at the Office of the Inspector General. It relates to the performance of the Inspector General's statutory or executive functions. Some of this information, originally collected by the CSIS, forms part of the Service's records and pertains to specific activities of the CSIS which are from time to time subject to monitoring or review by the Inspector General. Other portions have been generated internally, by other government agencies or by the general public in the form of opinions and enquires. This information is not intended to be used by the Office of the Inspector General for any administrative purpose affecting individuals. The information may include names, addresses or professions, and is normally retrievable only if specific subjects, events or dates are provided.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Access to Information and Privacy Co-ordinator
Ministry Secretariat
Ministry of the Solicitor General
Sir Wilfrid Laurier Building, 3rd Floor
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 991-2930

STANDARD BANKS

Personal information banks relating to federal employees are held by the Secretariat of the Ministry of the Solicitor General and described elsewhere in this Index.

Deleted Personal Information Banks

The following personal information bank has been deleted because its contents can be found in Classes of Personal Information:

OIG/P-PU-005 Monitoring, Review and Operations

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Chapter 65

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Background

The International Development Research Centre (IDRC) is a public corporation created by the Parliament of Canada in 1970 to support research designed to adapt science and technology to the needs of developing countries. The Centre's activity is concentrated in six sectors: agriculture, food and nutrition sciences; health sciences; information sciences; social sciences; earth and engineering sciences and communications. IDRC is financed solely by the Parliament of Canada; its policies, however, are set by an international Board of Governors. The Centre's headquarters are in Ottawa. Regional offices are located in Africa, Asia, Latin America, and the Middle East.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Privacy Co-ordinator
International Development Research Centre
P.O. Box 8500
Ottawa, Ontario
K1G 3H9
(613) 236-6163

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

IDR/P-PU-005
Fellowship Awards
Description: This data bank contains a record of all individuals (Canadian and non-Canadian) who have applied for or have been granted an award under one of the several support programs sponsored by the International Development Research Centre's Fellowship Program. The files include the names of applicants, personal information, occupational and professional background, proposed program of study, third-party appraisals, committee assessments and career intentions.
Class of Individuals: Canadian and non-Canadian professionals having an interest in pursuing research in the field of international development.
Purpose: The information was compiled to evaluate the merits of those applicants who requested funding support.
Consistent Uses: This file is used to monitor progress; maintain funding schedule; record final report; and prepare final evaluation of results.
Retention and Disposal Standards: Subject to transfer to the National Archives of Canada after three years following the completion date of the award.
PAC# = 83-002
TBS Registration Number: 001151

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

PARTICULAR BANKS

IDR/P-PE-801
Personnel Records
Description: This bank serves to maintain personal information on current and past employees of the International Development Research Centre. It contains personal history, application for employment, employment contract, classification, pay, security, appraisals, appeals, promotions, transfers, training, attendance, leave, insurance, and superannuation and termination data. The files are currently arranged by name in alphabetical order.
Class of Individuals: Past and present employees of IDRC.
Purpose: The information was compiled to maintain a cumulative record of an individual's employment with the IDRC.
Consistent Uses: Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, appeals, etc.
Retention and Disposal Standards: Retained until an ex-employee reaches the age of 70.
PAC# = 83-002
TBS Registration Number: 001152

IDR/P-PE-802
Human Resources Inventory
Description: This bank maintains an inventory of applicants for employment at the International Development Research Centre. It includes applications for employment, personal histories, records of qualifications and previous employment, interview results, and subsequent correspondence. This bank is used to identify applicants for recruitment purposes. The files are currently arranged by name in alphabetical order.
Class of Individuals: All applicants requesting employment at IDRC.
Purpose: The information was compiled to maintain an inventory of applicants for employment at IDRC.
Consistent Uses: The file is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment.
Retention and Disposal Standards: Retained for one year after date of application.
PAC# = 83-002
TBS Registration Number: 001153

IDR/P-PE-803
Medical Records
Description: This bank records the medical history of the employees of the International Development Research Centre. It contains pre-employment examinations, medical histories, reports of physical examinations, results of biochemical tests, X-rays and cardiograms. The files are currently arranged by name in alphabetical order.
Class of Individuals: All past and present employees of IDRC.
Purpose: The information was compiled to maintain a medical history record of all past and present employees of the IDRC.
Consistent Uses: This file is used to record medical examinations of all new employees, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update required inoculations in the Medical Certificate book of all employees who travel abroad.
Retention and Disposal Standards: The records are retained until an ex-employee reaches the age of 70.
PAC# = 83-002
TBS Registration Number: 001154

INVESTMENT CANADA

Chapter 66

INVESTMENT CANADA

Background

Section 6 of the *Investment Canada Act* which came into force on July 1, 1985, established the Investment Canada Agency to advise and assist the Minister responsible for the administration of the Act. The responsible Minister is the Minister of Regional Industrial Expansion. Investment Canada's role is one of active promotion of new investment by Canadians and non-Canadians while assisting the Minister in ensuring that significant investments by non-Canadians are beneficial to Canada. Investment Canada has an overall federal co-ordination role with respect to investment in Canada and is also responsible for policy and research in relation to investment development. The Agency is intended to serve as a federal focal point for services to facilitate investment and is to complement the activities of other departments through a lead role in the preparation and co-ordination of promotional material and advertising. It is also responsible for the regulatory requirements of the *Investment Canada Act*.

Access Procedures

Please address requests for formal access to:

Privacy Co-ordinator
Investment Canada
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
(613) 995-2783

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

ICA/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000586

ICA/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000587

ICA/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000588

ICA/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000589

ICA/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000590

ICA/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000591

ICA/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000592

ICA/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000593

ICA/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000594

ICA/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000596

ICA/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000597

ICA/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000598

ICA/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000599

ICA/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000600

ICA/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000601

ICA/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000602

ICA/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000603

ICA/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000604

LAURENTIAN PILOTAGE AUTHORITY

Chapter 67

LAURENTIAN PILOTAGE AUTHORITY

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The *Pilotage Act* created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority, a Crown corporation, was established on June 30, 1971, and became effective as of February 1, 1972, governed by the *Pilotage Act* and Regulations. For the purpose of the *Financial Administration Act*, the Authority is a corporation specified in Schedule "C" of that Act.

Overall Responsibilities

The objects of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient pilotage service within the region.

The Chairman is the Authority's chief executive officer. The other permanent member is the vice-chairman. The board is composed of a maximum of seven members, appointed by the Governor in Council. The head office is located in Montréal.

Access Procedures

Please direct enquiries under the *Privacy Act* to:

The Vice-Chairman
Laurentian Pilotage Authority
1080 Beaver Hall Hill, Suite 1402
Montreal, Quebec
H2Z 1S8
(514) 283-6320

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

LPA/P-PU-005
Service Contracts

The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation and water transportation. The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. The files may be referred to for future contracts. The retention period for service contracts is five years. Access to this bank will require the contract number and description of the service.

LPA/P-PU-010
Procurement

The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment. Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. The files may be used as research for future purchases. The retention period for purchase orders and supporting documentation is five years. Access to this bank will require name and address of supplier.

LPA/P-PU-015
Accounts Receivable Files

The purpose of this bank is to maintain information on monies owing to the Authority. Files contain the names and addresses of firms and individuals, details of the amount owing, and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. The retention period is five years. Access to this bank will require a name and address.

LPA/P-PU-020
Accounts Payable Files

The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided detailing the amount owing, and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. The retention period for original accounts payable vouchers, together with supporting documentation is five years. Access to this bank will require the name, address and date of account.

LPA/P-PU-025
Application for Employment File

The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters, and curricula vitae of persons interested in working for the Authority. The retention period for this bank is two years. Access to this bank will require a name and address.

LPA/P-PU-030
Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. This bank contains information on physical characteristics, licences, certificates and accidents. The retention period for this bank is indefinite. Access to this bank will require name and address.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The records of former employees are retained indefinitely by the Laurentian Pilotage Authority rather than being transferred to the National Archives of Canada. Please direct requests for formal access to the address given under Access Procedures.

PARTICULAR BANKS

The following bank is located at headquarters only.

LPA/P-PE-801
Register of Pilots

The purpose of this bank is to retain a register of certificates and qualifications required under the *Pilotage Act*. It contains information on physical characteristics, licences, certificates and accidents. Files are retained indefinitely.

STANDARD BANKS

LPA/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

LPA/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).

LPA/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

LPA/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).

LAW REFORM COMMISSION OF CANADA

Chapter 68

LAW REFORM COMMISSION OF CANADA

Background

The Law Reform Commission of Canada was established by an Act of Parliament that came into force on June 1, 1971.

The objectives of the Commission are to study and review, on a continuing and systematic basis, the statutes and other laws comprising the laws of Canada with a view to making recommendations for reform, including, without limiting the generality of the foregoing: the removal of anachronisms and anomalies in the law; the reflection in and by the law of the distinctive concepts and institutions of both the common law and civil law legal systems in Canada, and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in these concepts and institutions; the elimination of obsolete laws; and the development of new approaches to and new concepts of the law in keeping with the changing needs of modern Canadian society and of individual members of that society.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Law Reform Commission of Canada
Room 844, Varette Building
130 Albert Street
Ottawa, Ontario
K1A 0L6
(613) 996-7844

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

All banks are located at headquarters in Ottawa.

LRC/P-PU-005
Service Contracts

This bank is used to control commitment of funds and to ensure that payments are made in accordance with legal research contract terms. Data includes contract details with consultants, financial data related to contracts, invoices for payments and requisitions for payments, evaluations of performance and formal signed contracts. Only persons and companies under contract with the Law Reform Commission of Canada are included. The information is used to monitor contracts of legal research services and to make decisions regarding timing and amount of payments in relation to the contract terms and performance evaluations. Social insurance numbers of consultants are kept in order to enable necessary deductions imposed by the *Income Tax Act*. The files for individuals and companies under contracts are maintained alphabetically by name. Files are kept for 25 years.

LRC/P-PU-010
Expenditure Records
Description: This bank contains information to support payments made to consultants for expenses incurred or to be incurred in the performance of their functions. It contains documents related to the authorization, and advances and claims for the expenses.
Class of Individuals: Consultants.
Purpose: The information in this bank is used as supporting documentation for payment of accounts and is retained primarily for auditing purposes.
Consistent Uses: Claims submitted by consultants can also be used for the calculation of costs of specific legal research projects.
Retention and Disposal Standards: Files and consultants' expenditure records are kept for six fiscal years.
PAC# = 78-001
TBS Registration Number: 001598

LRC/P-PU-015
Employment Applications
Description: This bank contains information on candidates available for employment at the Law Reform Commission of Canada for reference when vacancies arise. Records contain letters, completed application forms, applicants' résumés, comments of interviewers, letters of reference, and other information supplied by individuals seeking employment.
Class of Individuals: Public.
Purpose: Files are used in the selection of staff.
Retention and Disposal Standards: Records are maintained for one year and then destroyed.
PAC# = 78-001
TBS Registration Number: 001599

LRC/P-PU-020
Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only and to report on the number of access requests received annually. Records in this bank are maintained in chronological order under the name of the individual requesting the information. The retention period is two years.

Classes of Personal Information

In the course of conducting the Law Reform Commission of Canada research programs on a variety of legal research topics, personal information may be accumulated that is not contained in a specific personal information bank. Such personal information includes suggestions and opinions from the public, which form part of a specific subject file. These records are used for statistical analysis and are not normally retrieved by name of individual. These records can only be retrieved by providing information on specific subjects. This bank contains information on 131 legal research subjects. The retention periods for information in this class of records are covered by retention schedules associated with each subject file.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

STANDARD BANKS

LRC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000372

LRC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000373

LRC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000374

LRC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000375

LRC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000376

MEDICAL RESEARCH COUNCIL

Chapter 69

MEDICAL RESEARCH COUNCIL

Background

The Medical Research Council of Canada is a corporation established by the *Medical Research Council Act*. Its objective as stated in the Act is to help attain the quality and scale of research in the health sciences essential to the maintenance and improvement of health services. To this end the Council has established a number of types of grants (to support research), awards (to support individuals) and special programs for which individuals may make applications for consideration in peer-reviewed competitions. The personal information in the banks in this chapter consists mainly of assessments of applications obtained by the Council in the peer review process. For grants and special programs, access to this personal information is automatic, that is, copies of all review reports are sent to the applicant along with notification of the Council's decision. For awards, access is available on request, either informally, by letter, or by submission of the Privacy Access Request Form to the Privacy Co-ordinator.

Access Procedures

All information banks are located at the secretariat offices in the National Capital Region. Enquiries concerning these banks should be addressed to:

Privacy Co-ordinator
Medical Research Council
20th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Grants and Contributions Files

MER/P-PU-005
Grants Applicants Council of Canada
Description: The purpose of this bank is to maintain a record of the applications and assessment records of health scientists applying for funding of research projects by the Council. It contains the relevant Medical Research Council application form and supporting data presented by the applicant, referee and committee assessments of the project, the ranking awarded, the decision of Council, and if successful, the financial and administrative data pertaining to its support. Individuals identified are those making project proposals to Council.
Class of Individuals: Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy.
Purpose: Information in the bank is evaluated to assess the relative merit of the proposal for the purpose of funding or not funding the project.
Consistent Uses: Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council. It is also useful in the monitoring of the peer review system.
Retention and Disposal Standards: Files in this bank are retained for eight years: active two years after termination or rejection of grant and dormant six years. They are then transferred to the National Archives of Canada for selective retention.
PAC# = 79-006
Related to COR: MER/MER-010, 015, 020, 025, 030, 035, 040, 045, 090, 160
TBS Registration Number: 000525

MER/P-PU-010
Awards Applicants and Committee Records
Description: This bank contains records of individual applications for funding under one of several personnel support programs sponsored by the Council. It contains applications, third-party appraisals, committee assessments, training, travel and financial administration details on the support of successful applicants. Individuals identified are those applicants meeting the criteria for each program as amended from time to time and published in the Medical Research Council Grants and Awards Guide.
Class of Individuals: Research trainees with BSC, MD, DDS, DVM, MSC, PhD, and D. Pharmacy professors holding an appointment in university or affiliated institutions.
Purpose: Information in this data bank is used to assess the education and other requirements necessary to meet the criteria of the applicable program, and to evaluate the merits of the application for funding.
Consistent Uses: Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council. It is also useful in the monitoring of the peer review system. The Social Insurance Number is required from the recipients of certain awards to comply with the *Income Tax Act*.
Retention and Disposal Standards: Files in this bank are retained for eight years: active two years after termination or rejection of award and dormant six years. They are then transferred to the National Archives of Canada for selective retention.
PAC# = 79-006
Related to COR: MER/MER-055, 060, 065, 070, 075, 080, 085, 090, 095, 100, 105, 110, 145, 150, 155
TBS Registration Number: 000526

MER/P-PU-015
Special Programs Application, Assessment Records and Other Programs
Description: The purpose of this file is to provide supporting documentation of proposed projects for funding by the Council. It contains applications, third-party assessments, and administrative correspondence in the funding of successful projects. Some files identify individuals of the health services scientific community making proposals to Council.
Class of Individuals: Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy.
Purpose: Information in the bank is used to evaluate the relative merits of the proposals with the purpose of funding or not funding and for observing the progress of those that are funded.
Consistent Uses: Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council. It is also useful in the monitoring of the peer review system.
Retention and Disposal Standards: Files in this bank are retained for eight years: active two years after termination or rejection of special program and dormant six years. They are then transferred to the National Archives of Canada for selective retention.
PAC# = 79-006
Related to COR: MER/MER-045, 111, 112, 113
TBS Registration Number: 000527

MER/P-PU-020
Membership of Council and Committees
Description: This bank contains letters nominating individuals for service on Council and its committees, letters of invitation and thank you letters. The information is used to assist in the selection and appointment of members. The membership of Council and Committees is made public. Persons requesting access should provide name, affiliation, name of committee and date of membership.

Class of Individuals: Members of the health science community, federal employees and members of the public.

Purpose: The information is used to assist in the selection and appointment of members for the membership of Council and its Committees.

Retention and Disposal Standards: Files in this bank are retained for eight years: active two years and dormant six years. They are then transferred to the National Archives of Canada for selective retention.

PAC# — 79-006

TBS Registration Number: 000528

MER/P-PU-025

Lists of External Referees

Description: This bank contains names, affiliation and mailing address of individuals, in Canada and abroad, who are asked by the Council to review proposals for grants and awards. The information is used to select external referees for research proposals. Persons requesting access should provide field of research, name and affiliation.

Class of Individuals: Members of the health science community in Canada and abroad.

Purpose: The information is used to select external referees for research proposals.

Retention and Disposal Standards: The information is retained until superceded by updates or withdrawals of individuals. Withdrawn referee names are kept for two years (active) and six years dormant for reference purposes and then transferred to National Archives of Canada for selective retention.

PAC# — 79-066

TBS Registration Number: 000668

MER/P-PU-030

Application for Employment File

Description: The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Council. Access to this bank will require name, address and date of birth.

Class of Individuals: General public.

Purpose: It is used to select candidates for the Medical Research Council of Canada when vacancies arise.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

PAC# — 79-006

TBS Registration Number: 000669

MER/P-PU-035

Access Request Data Bank

Description: This bank contains access requests submitted to the Council under the *Access to Information Act* and the *Privacy Act*. It also contains replies to such requests and information related to their processing.

Class of Individuals: Applicants under the *Access to Information Act* and the *Privacy Act*.

Purpose: This information is used for the administration of the above Acts. It is used for processing access requests only, and to report on the number of access requests received annually.

Retention and Disposal Standards: Files are maintained for two years following the last administrative action.

PAC# — 78-001

TBS Registration Number: 001610

MER/P-PU-040

University-Industry Grants and Awards Application and Assessment Records

This bank contains supporting documentation of proposed projects and of individual applications for funding under one of the several University-Industry programs sponsored by the Council. It contains applications, third-party assessments, committee assessments, site visit-reports, and training, travel and financial administration details on the support of successful applicants. Individuals identified are those applicants meeting the criteria for each program, as amended from time to time, and published in the Medical Research Council's University-Industry Grants and Awards Guide. This information relates to investigators holding an academic appointment in a faculty of health science in a Canadian university, or employees of a company (the term "company" is understood to mean an organization, industry or consortium which produces health care products or services). This information is used to evaluate the relative merits of the proposals (with the purpose of funding or not funding) and for observing the progress of those proposals that are funded. Consistent uses are to provide information for the peer review process.

Related to COR: MER/MER-125, 130, 135, 140

MER/P-PU-045

Applicants' History Sheets and Notification of Award

This bank contains Applicants' History Sheets for individuals, which are kept in the Programs Branch. These sheets, which are cumulative over the life of the program, are identified by the applicant's name and file number. They also contain information such as the title of the grant application, amount requested and funded or rejected. The Finance Section also keeps copies of notifications of awards, which contain the applicant's name, address, university, grant number and amount awarded. This information relates to investigators holding an academic appointment in a Canadian Health Science Faculty, and Research Trainees. This information is used to maintain a history of the Council's financial support to individuals. Consistent uses are to provide historical data which assist the peer review process.

Classes of Personal Information

Administration

The general administrative and correspondence files of the Medical Research Council contain a certain amount of personal information not arranged or retrievable by personal identifiers. Such personal information includes suggestions and opinions from the general public which form part of a specific subject file. This form of personal information is normally retrievable only if specifics of name, date of communication and subject are provided. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Reports and Surveys

For purposes of program planning and evaluation, the Council requires a variety of reports concerning aspects of medical research in Canada. The reports themselves, published or unpublished, do not contain personal information about individuals. In the process of preparing such a report, personal information is necessarily obtained. This may include current academic position, professional qualifications of individuals, nature of research being undertaken by individuals and present and past funding of an individual's research. This information is not used for administrative purposes and is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the study or report involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

The following banks are located at headquarters.

MER/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000670

MER/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000671

MER/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000672

MER/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000673

MER/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000674

MER/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000675

MER/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000676

MER/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000677

MER/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000678

MER/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000679

MER/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000680

MER/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
TBS Registration Number: 001912

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

Chapter 70

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

Background

In 1971, the Ministry of State for Science and Technology (MOSST) was established by Order-in-Council for the purpose of formulating and developing policies in relation to the activities of the Government of Canada that affect the development and application of science and technology, and was presided over by a Minister of State and a Secretary reporting to the Minister.

Since July 15, 1983, the Secretary has also been chief science advisor (CSA) to the government, responsible for providing expert and objective advice to Cabinet and its committees on priorities for, and the planning of, Canada's overall science and technology effort.

This change of role necessitated that the Ministry be reorganized in order to give the CSA direct access to Cabinet. The new organization permits the Ministry to perform the central agency function of formulating policies and providing advice on science and technology to the federal government. Its mandate covers the science and technology activities of departments, and includes other activities such as those of industry and universities insofar as they interact with the federal government.

On May 27, 1985, the Prime Minister directed the Minister of State for Science and Technology to undertake new functions not previously identified in the mandate of the Ministry. These new responsibilities included the preparation of an annual overview and analysis of the government's activities in science and technology; the formulation of advice on measures to strengthen the effectiveness of federal science and technology program expenditures, especially concerning industrial support, technology transfer and strategic technologies; as well as responsibilities for the negotiation and management of federal/provincial agreements on science and technology.

The Ministry provides secretariat services for the National Advisory Board on Science and Technology (NABST), the Interdepartmental Committee on Space (ICS), the National Biotechnology Advisory Committee (NBAC), and the Inter-Council Coordinating Committee (ICCC).

Access Procedures

Requests for access under the *Privacy Act* are being handled through the Department of Regional Industrial Expansion. Formal requests should be addressed to:

Senior Departmental Advisor
Access to Information and Privacy Office
Department of Regional Industrial Expansion
C.D. Howe Building, 3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5
(613) 954-2754

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

MST/P-PU-005
Contracts
Description: This bank contains details of contracts entered into with consultants for certain required services and includes, in some instances, individual curricula vitae, appointment and termination dates, amount of fees paid and other allowable expenses and payments.
Class of Individuals: Consultants.
Purpose: The bank is used to administer contracts for consulting services.
Retention and Disposal Standards: Retained for six years and then destroyed.
PAC# = 78-001
TBS Registration Number: 000850

MST/P-PU-010
Access to Information and Privacy Requests
Description: This bank contains the requests submitted by individuals seeking access to information under the *Access to Information Act* and the *Privacy Act* under the control of the Ministry, the replies to such requests and information relating to their processing.
Class of Individuals: Individuals submitting requests for access to information under the *Access to Information Act* and the *Privacy Act*.
Purpose: The information is used to process access requests in accordance with the *Access to Information Act* and *Privacy Act*.
Consistent Uses: This bank is also used to report to Treasury Board and to Parliament on requests received under the *Access to Information Act* and *Privacy Act*, to verify the identity of individuals making requests and for purposes of consultations with other government institutions.
Retention and Disposal Standards: Retained for two years.
PAC# = 78-001 (under review)
TBS Registration Number: 000851

Classes of Personal Information

While conducting the programs and activities of the Ministry, categories of personal information may be accumulated which are not included in the banks described in this entry. Such personal information includes mainly names, titles, addresses and opinions occurring in general correspondence or in the minutes of meetings.

This type of personal information is stored in the Ministry's general subject files where records are not normally retrieved by name or other personal identifier. This information is only retrievable by identifying the appropriate subject file. The retention periods for this class of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Requests for access under the *Privacy Act* are being handled through the Department of Regional Industrial Expansion. Formal requests should be addressed to:

Senior Departmental Advisor
Access to Information and Privacy Office
Department of Regional Industrial Expansion
C.D. Howe Building, 3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5
(613) 954-2754

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

STANDARD BANKS

MST/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000852

MST/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000853

MST/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000854

MST/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000855

MST/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000856

MST/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000857

MST/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000858

MST/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000859

MST/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000860

MST/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000861

MST/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000862

MST/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000863

MST/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000864

MST/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000865

MST/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000866

MST/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000867

MST/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000868

MST/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000869

NATIONAL ARCHIVES OF CANADA

Chapter 71

NATIONAL ARCHIVES OF CANADA

Background

The purpose of National Archives of Canada is the systematic preservation of government and private records of Canadian national significance, in order to facilitate not only the effective and efficient operation of the Government of Canada and historical research in all aspects of the Canadian experience, but also the protection of rights and the enhancement of a sense of national identity based on archives as the collective memory of the nation.

This broad mandate obliges the National Archives of Canada to preserve material from the private sector as well as federal government institutions. The banks and classes of federal government records described in this publication, however, do not include material placed in the National Archives of Canada by persons or organizations other than government institutions. Access conditions to collections acquired from the private sector are normally established by negotiation between the donor and the National Archives of Canada.

Access Procedures

Please address enquiries and requests for formal access to:

Director
Personnel Records Centre
National Archives of Canada
Tunney's Pasture
Ottawa, Ontario
K1A 0N3

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

PAC/P-PU-005
Financial Administration Records
Description: Contains correspondence, pay and insurance information, equipment and materials information, training and travel information and personal services contracts.
Class of Individuals: Individuals doing financial business with the National Archives of Canada or the National Library.
Purpose: To provide information about financial transactions pertaining to all activities of the National Archives of Canada or the National Library.
Retention and Disposal Standards: Retention period — six years.
TBS Registration Number: 000545

PAC/P-PU-010
Prisoner of War Index — German Nationals
Description: Contains limited personal information which might include, in addition to name, service number, unit, POW number, employment record, pay sheets, names of camps, etc.
Class of Individuals: German nationals who were incarcerated in prisoner-of-war camps in Canada during World War II.
Purpose: Verification of periods of incarceration in POW camps.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
Related to COR: PAC/NPR-165
TBS Registration Number: 000546

PAC/P-PU-015
Canadians of Alien Parentage — World War II
Description: Contains limited personal information which might include, in addition to name, employment status, complaints, camp conditions, escapes, etc.
Class of Individuals: Canadians of alien parentage who were held in camps during World War II.
Purpose: Verification of periods of incarceration and settlement of war claims.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
Related to COR: PAC/NPR-165
TBS Registration Number: 000547

PAC/P-PU-020
Access Request Data Bank
Description: Contains the access request forms sent by individuals, the replies to such requests and information related to their processing.
Class of Individuals: Individuals requesting access to their files.
Purpose: To process access requests.
Consistent Uses: Statistical purposes for quarterly and annual reports.
Retention and Disposal Standards: Retained for two years after resolution and then destroyed.
PAC# = 78-001
TBS Registration Number: 000548

PAC/P-PU-025
Acquisition Records
Description: Contains research on potential archival acquisitions and correspondence with potential sources.
Class of Individuals: Individuals who have corresponded with the Archives concerning potential acquisitions.
Purpose: To develop acquisition priorities and values, to authenticate acquisitions and to trace archival collections.
Retention and Disposal Standards: All of this information will be retained by the National Archives of Canada for archival purposes.
Related to COR: PAC/FAD-015
TBS Registration Number: 000549

PAC/P-PU-030
Research Applications
Description: Contains names, addresses and research data of individuals wishing to use the National Archives of Canada research facilities.
Class of Individuals: Individuals who wish to use National Archives of Canada research facilities.
Purpose: Prepare research passes, survey research use and opinion, create mailing lists and trace archival documents.
Retention and Disposal Standards: Retained for five years and then destroyed.
TBS Registration Number: 000550

PAC/P-PU-035
Research Enquiries
Description: Contains requests for research information and the response to these requests.
Class of Individuals: Individuals requesting information concerning research to be undertaken through National Archives of Canada.
Purpose: Verify requests for information or financial charges, survey research use and opinion and to provide additional archival references when appropriate.
Retention and Disposal Standards: Enquiries are destroyed after five years; some of this information will be retained by the National

Archives of Canada for archival purposes.
PAC# = 72-014
Related to COR: PAC/FAD-020; FTS-040; NMC-060; MAD-075; NPC-105; PPB-145
TBS Registration Number: 000551

PAC/P-PU-040
Federal Investigative Bodies Request Bank
Description: Contains copies of requests for disclosure by federal investigative bodies and records of these disclosures.
Class of Individuals: Individuals who have had personal information about themselves disclosed to authorized federal investigative bodies.
Purpose: Allow the Privacy Commissioner to review disclosures, investigate complaints and report on any abuse of this disclosure provision.
Retention and Disposal Standards: Retained for two years from the date of disclosure and then destroyed.
TBS Registration Number: 000552

Classes of Personal Information

Under the *Privacy Act*, it is not necessary for records selected from other federal government institutions and transferred to the control of the National Archives of Canada for archival or historical purposes to be described as personal information banks. Such personal information, which is contained in a large number of record groups covering a wide range of government program activities from agriculture to urban affairs, includes records from the nineteenth century to more recent years. Information about detailed records inventories for archival records and the regulations for disclosure of personal information under the control of the National Archives of Canada for archival or historical purposes may be obtained by contacting:

Government Archives Division
Historical Resources Branch
National Archives of Canada
395 Wellington Street
Ottawa, Ontario
K1A ON3

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The National Archives of Canada and the National Library of Canada share common personnel and administrative services.

Please forward all requests for formal access under the *Privacy Act* to:

Director
Personnel Records Centre
National Archives of Canada
Tunney's Pasture
Ottawa, Ontario
K1A 0N3
(613) 990-7575

CENTRAL BANKS

PAC/P-CE-701
PERSFILE Automated Index System
Description: The PERSFILE system identifies and locates banks within the National Personnel Records Centre. The system exists in both computerized and microfiche forms. Both forms of Index contain surname and given names, date of birth and identification number(s). In addition the computerized form contains sex, record status field, rank and type of service (military), last department, year of release (civilian) and locator number.
Class of Individuals: Former military and civilian employees of the federal government and former members of the RCMP.
Purpose: To identify and locate within the National Personnel Records Centre, personnel records of former government employees.
Retention and Disposal Standards: Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by the National Archives of Canada for archival purposes. The information on microfiche is retained for six months after that date.
Related to COR: PAC/NPR-170
TBS Registration Number: 000553

PAC/P-CE-702
Former Civilian Employees — Personnel Record
Description: Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the *Personal Information Index*. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.
Class of Individuals: Former civilian employees of the federal government.
Purpose: To verify decisions concerning employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the case of re-employment.
Retention and Disposal Standards: Records are retained until the former employee reaches 70 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000554

PAC/P-CE-703
Former Civilian Employees — Public Service Commission Record
Description: Contains records created by the Public Service Commission to record and provide information for purposes of inventory staffing. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.
Class of Individuals: Former civilian employees of the federal government.
Purpose: To verify information used in the identifying and assessing procedures of inventory staffing, manpower planning and general personnel management.
Retention and Disposal Standards: Records are retained until the former employee reaches 70 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000555

PAC/P-CE-704
Former Civilian Employees — DSS Superannuation Record
Description: Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.

Class of Individuals: Former civilian employees of the federal government.
Purpose: To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits.
Retention and Disposal Standards: Records are retained until the former employee reaches 70 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000556

PAC/P-CE-705
Former Civilian Employees — National Health and Welfare Medical Records
Description: Contains records created by National Health and Welfare to record health examinations. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.
Class of Individuals: Former civilian employees of the federal government.
Purpose: For health and statistical purposes such as job placement, retirement, sick leave, etc., and other purposes as defined by the *Public Service Superannuation Act* and other legislation.
Retention and Disposal Standards: Records are retained until the former employee reaches 70 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000557

PAC/P-CE-706
Canadian Expeditionary Force (CEF) Routine Orders — World War I
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, date of birth, unit served with and period of service.
Class of Individuals: Canadian Expeditionary Force (CEF) personnel from 1914 to 1919.
Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.
Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence and then preserved by the National Archives of Canada for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000558

PAC/P-CE-707
Army Reserve Force Pay Lists (1920-1949)
Description: Contains financial and pay information which includes name, service number, pay entitlements, units served with and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.
Class of Individuals: Canadian Army reserve personnel.
Purpose: To verify pay records, settle superannuation claims with the Department of Supply and Services and possibly to buy back service.
Retention and Disposal Standards: Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000559

PAC/P-CE-708
Royal Canadian Air Force (RCAF) — Daily Routine Orders
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.
Class of Individuals: Royal Canadian Air Force (RCAF) personnel from 1924-1967.
Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.
Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000560

PAC/P-CE-709
Canadian Army Wartime, Special Force and Regular Force — Part II Orders
Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.
Class of Individuals: Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966.
Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.
Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000561

PAC/P-CE-710
Auxiliary Services Record — World War II
Description: Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number.
Class of Individuals: World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel.
Purpose: To verify periods of service and determine eligibility for pension benefits.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000562

PAC/P-CE-711
Thirty Day Trainees — World War II
Description: Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth.
Class of Individuals: Personnel who underwent special thirty-day

military training under the *National Resources Mobilization Act* of 1940.
Purpose: To verify eligibility for pensions and other benefits and to provide individuals with proof of service.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000563

PAC/P-CE-712

Royal Canadian Navy (RCN) Pay Record Sheets — World War II

Description: Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on.
Class of Individuals: Royal Canadian Navy personnel who served during World War II.
Purpose: To verify pay records and settle any pay claims.
Retention and Disposal Standards: Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000564

PAC/P-CE-713

Newfoundland Forces — World War II

Description: Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number.
Class of Individuals: Personnel who served with the Newfoundland Forces during 1939 to 1946.
Purpose: To verify length of service of Newfoundland Forces personnel and substantiate pension claims.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000565

PAC/P-CE-714

Military Personnel Bank — World War I

Description: Contains personal and medical/dental information which may include enrolment documents, posting and promotion information, medical histories, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number, unit served with and period of service.
Class of Individuals: Military personnel who served with the Canadian Forces during World War I.
Purpose: To authenticate service information for possible pension and other benefits and to provide the individual with proof of service.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000566

PAC/P-CE-715

Army Reserve Force Pay Sheets

Description: Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.
Class of Individuals: Army Reserve Force personnel whose period of service commenced in 1948 or later.
Purpose: To verify service and pay to settle pay claims and provide the individual with proof of service.
Retention and Disposal Standards: Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival pruposes.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000567

PAC/P-CE-716

Military Personnel Bank — World War II, Special, Reserves and Regular Forces

Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.
Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.
Purpose: To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000568

PAC/P-CE-717

Medical Records — World War II, Special, Reserves and Regular Forces

Description: Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.
Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.
Purpose: To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal

retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000569

PAC/P-CE-718
Microfiche Personal File — Regular Force and Class C Reserves
Description: Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service.
Class of Individuals: Some Regular Force and Class C Reserves personnel.
Purpose: To support decisions on pensions and other benefit entitlements.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000570

PAC/P-CE-719
Service Pensions Bank — Regular Force
Description: Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.
Class of Individuals: All Canadian Forces personnel who have contributed to a pension plan.
Purpose: To determine pension entitlements.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000571

PAC/P-CE-720
Performance Evaluation Bank — World War II, Special, Reserves and Regular Force
Description: Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.
Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.
Purpose: To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 000572

PAC/P-CE-721
Dental Records — World War II, Special, Reserves and Regular Forces
Description: This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.
Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.
Purpose: This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification.
Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value.
PAC# = 85-012
Related to COR: PAC/NPR-170
TBS Registration Number: 001943

STANDARD BANKS

The following banks are located at headquarters.

PAC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

PAC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).

PAC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).

PAC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

PAC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

PAC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).

PAC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).

PAC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).

PAC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).

PAC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).

PAC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).

PAC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).

PAC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).

PAC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).

PAC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).

PAC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).

PAC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).

NATIONAL ARTS CENTRE CORPORATION

Chapter 72

NATIONAL ARTS CENTRE CORPORATION

Background

The objectives of the Corporation are to operate and maintain the National Arts Centre (NAC): to develop the performing arts in the National Capital Region; and to assist the Canada Council in the development of the performing arts elsewhere in Canada.

Access Procedures

The following banks are located at the National Arts Centre offices in the National Capital Region. Enquiries concerning these banks should be addressed to:

Assistant Director-General
National Arts Centre Corporation
P.O. Box 1534, Station B
Ottawa, Ontario
K1P 5W1

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NAC/P-PU-005
Box Office Mail Order Records

The purpose of this bank is to maintain a record of mail order, group sales, student sales and telephone orders. It contains names, addresses, telephone numbers, credit card information, seat numbers and prices. This bank is used to ensure proper seat allocation and determination of seats available for general sale. The information on file is destroyed after a two-month period.

NAC/P-PU-010
Box Office Subscriptions

The purpose of this bank is to maintain a record of box office subscriptions. It contains names, addresses, telephone numbers, credit card information, seat location and prices. This bank is used to ensure proper seat allocation and determination of seats available for general sale. Information on file is retained for one year.

NAC/P-PU-015
Orchestra Singers' Records

The purpose of this bank is to maintain a record of singers who have performed or are available for performing with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, audition information and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

NAC/P-PU-020
Orchestra Record of Guest Artists

The purpose of this bank is to maintain a record of guest artists who have performed or are available for performing with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, particular talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

NAC/P-PU-025
Orchestra Musicians' Record

The purpose of this bank is to maintain a record of musicians who have auditioned for employment with the National Arts Centre Orchestra. It contains names, addresses, telephone numbers, training, particular talents and related correspondence. This bank is used as a resource reference when orchestra vacancies occur. Information on file is retained indefinitely.

NAC/P-PU-030
Operatic Artists' Record

The purpose of this bank is to maintain a record of artists who have auditioned for employment with the festival department. It contains names, addresses, telephone numbers, particular talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

NAC/P-PU-035
Lighting Designers' Record

The purpose of this bank is to maintain a record of specialist lighting designers available for production of operas. It contains names, addresses, telephone numbers, experience, special talents, and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

NAC/P-PU-040
Artists' Contracts Record

The purpose of this file is to maintain a record of performers' contracts and to enable selection of performers and artists for future operatic performances. It contains names, addresses, telephone numbers, experience, special talents and related correspondence. This bank is used as a resource reference for program development. Information on file is retained indefinitely.

NAC/P-PU-045
Theatrical Artists' Casting Record

The purpose of this bank is to maintain a record of artists who have made applications to the theatre department. It contains names, telephone numbers, agents, physical descriptions, talents, union affiliation, languages, citizenship, dates of auditions, curricula vitae, photos and related correspondence. This bank is used as a resource reference for program development. Information on file is maintained indefinitely.

NAC/P-PU-050
Record of Parking Agreements

The purpose of this bank is to maintain a record of parking agreements between the National Arts Centre, the general public, and employees, for parking privileges in the NAC garage. It contains names, home and business addresses, telephone numbers and description of vehicles. This bank is used for determining the number of parking spaces allocated on a monthly basis, and reconciliation of revenues. Information on file is retained indefinitely.

NAC/P-PU-055
Applicant Inventory

The purpose of this bank is to maintain an inventory of applicants for employment with the National Arts Centre. It includes application for employment, screening and interview data, work history, skills, education and professional qualifications, location preferences, interview results and qualifying level. This bank is used to identify applicants, their skills and abilities, work history, education and basic personal data for recruitment, referral and appointment by the NAC. Records are retained for one year from date of receipt of application form.

NAC/P-PU-060
CEGEP — Trainees

The purpose of this bank is to record the names, progress and work accomplished by temporaries sent for on-the-job training from CEGEP. This bank is used to report results to CEGEP. Personal records (evaluations) are retained for two years.

NAC/P-PU-065
Vendor Sourcing Records

This bank consists of records of suppliers that do business with the National Arts Centre. The purpose of this bank is to identify potential suppliers' capabilities. The bank primarily contains information such as lists of main products, equipment, or services provided and performance records. The principal use of the bank is to aid in the selection of suppliers to the National Arts Centre.

NAC/P-PU-070
Access Request Data Bank

This bank contains the access request forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. It is used for processing access requests only, and to report on the number of access requests received annually. Files will be kept for two years.

NAC/P-PU-075
Professional and Personal Service Contracts

The purpose of this bank is to maintain a record concerning individuals who have contracted with the Corporation to render professional and personal services. This bank contains basic information such as names, addresses, social insurance numbers, qualifications and service history.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Privacy Co-ordinator
National Arts Centre Corporation
85 Albert Street, Room 701
Ottawa, Ontario
K1P 5W1
(613) 996-5051

PARTICULAR BANKS

The following bank is located at headquarters.

NAC/P-PE-801
Labour Canada

The purpose of this bank is to maintain information on labour relations (conforming to the *Canada Labour Code*) regarding cases involving NAC staff. Records are retained for an indeterminate period.

STANDARD BANKS

The following banks are located at headquarters.

NAC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001767

NAC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001768

NAC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001769

NAC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001770

NAC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001771

NAC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001772

NAC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001773

NAC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001774

NAC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001775

NAC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001776

NAC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001777

NAC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001778

NAC/P-SE-914

Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001779

NAC/P-SE-917

Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001780

NATIONAL CAPITAL COMMISSION

Chapter 73

NATIONAL CAPITAL COMMISSION

Background

The National Capital Commission (NCC) was created in 1959 to succeed the Federal District Commission (1927-1958) and the Ottawa Improvement Commission (1899-1927).

The NCC carries out its mandate under authority of the *National Capital Act*, 1958, c37, S.1. The objectives and purposes of the NCC are to prepare plans for, and assist in the development, conservation and improvement of the National Capital Region, in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance.

Access Procedures

Formal requests for access to personal information under the provisions of the *Privacy Act* must be made in writing to:

Access to Information and Privacy Co-ordinator
National Capital Commission
161 Laurier Avenue West
10th Floor
Ottawa, Ontario
K1P 6J6
(613)239-5345

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Secretariat

NCC/P-PU-005
Record of Commissioners and Members of Committees
Description: Files may contain curricula vitae, letters of recommendation, photographs, submissions to Treasury Board, Orders-in-Council, general correspondence and a record of travel expenses and honoraria.
Class of Individuals: Professional people.
Purpose: The purpose of this bank is to maintain a record of all commissioners and members of the various corporate and advisory committees within the Commission.
Consistent Uses: The bank provides an up-to-date date status of financial transactions and is also used to help identify personal skill, abilities and suitability of candidates to serve as members of committees or as potential commissioners.
Retention and Disposal Standards: Records are retained for six years after expiry of terms.
PAC# = 78-011
Related to COR: NCC/CAF-005
TBS Registration Number: 000800

NCC/P-PU-010
Access Request Data Bank
Description: This bank contains the access request forms sent by individuals requesting access to Commission records, the replies to such requests and information relating to their processing.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record of all applicants under the *Access to Information Act* and the *Privacy Act*.
Consistent Uses: The bank is used to document the activity and to provide statistical reports required under the Acts.
Retention and Disposal Standards: Records are retained for three years.
PAC# = 78-011
Related to COR: NCC/CAF-005
TBS Registration Number: 000801

Finance and Administration Branch

NCC/P-PU-015
Claims, General
Description: These files may contain police reports, accident reports, witness reports, estimates, amounts paid or received, releases and related particulars.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain records of vehicular and other accidents and incidents resulting in claims for and against the Crown.
Consistent Uses: This information is used to determine liability and to negotiate settlements.
Retention and Disposal Standards: Records are retained for six fiscal years after settlement of claims.
PAC# = 78-011
Related to COR: NCC/FAB-100
TBS Registration Number: 000802

NCC/P-PU-020
Catalogue of Contractors
Description: This bank contains curricula vitae, certificates of insurance and worker's compensation, references and declared areas of contractual interest.
Class of Individuals: Professional and business persons.
Purpose: The purpose of this bank is to maintain a record of professional and business persons who have offered their services to the National Capital Commission.
Consistent Uses: The information in this bank is used to determine who will be chosen to do work or provide services when required.
Retention and Disposal Standards: Records are retained for two years.
PAC# = 78-011
Related to COR: NCC/FAB-100
TBS Registration Number: 000803

NCC/P-PU-025
Personal Service Contracts
Description: Data may include terms of contract; performance reports; billings; payments made; and related correspondence.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain an accurate account of all payments made under personal service contracts.
Consistent Uses: It is used as a basis for negotiations between the National Capital Commission and the individuals concerned.
Retention and Disposal Standards: Records are retained for six fiscal years after completion of terms of contract.
PAC# = 78-011
Related to COR: NCC/FAB-095
TBS Registration Number: 000804

NCC/P-PU-030
Applications for Employment
Description: This bank contains applications, employment histories, letters of recommendation, career résumés and supporting documentation.
Class of Individuals: General public.
Purpose: This bank exists to maintain an inventory of applicants for employment with the National Capital Commission.
Consistent Uses: The bank is used to identify the skills and abilities of applicants for possible employment in the Commission.

Retention and Disposal Standards: Records are retained for two years.
PAC# = 78-011
Related to COR: NCC/FAB-095
TBS Registration Number: 000805

Property Branch

NCC/P-PU-035
Property Rental Collection System
Description: This bank contains the National Capital Commission property number, tenant number, rental charges, rental payments, maintenance allowances, collection and credit reports and related correspondence.
Class of Individuals: Tenants of the Commission.
Purpose: This bank identifies past, present and prospective tenants of the Commission.
Consistent Uses: This bank is used for the collection of rents.
Retention and Disposal Standards: Records are retained for six fiscal years after accounts are settled.
PAC# = 78-011
Related to COR: NCC/PRB-065
TBS Registration Number: 000806

NCC/P-PU-040
Property Tenant Records
Description: This bank may contain the names of former, present and prospective tenants, the former address of a tenant, employment background, annual earnings and number of children.
Class of Individuals: Tenants of NCC properties.
Purpose: The purpose of this bank is to maintain an inventory of all National Capital Commission tenants and applicants for tenancy.
Consistent Uses: It is used to identify past, present and prospective tenants of Commission properties. Some information may be disclosed for the purpose of collecting debts owed by tenants as a result of their tenancy.
Retention and Disposal Standards: Records are retained for two years after property is vacated.
PAC# = 78-011
Related to COR: NCC/PRB-065
TBS Registration Number: 000807

NCC/P-PU-045
Property Transaction Records
Description: The files contain general correspondence, appraisal reports, description of property and basic personal data on the owner. Also included is the final disposition of the case in the form of an option and copies of minutes of the NCC Advisory Committee on Real Estate. The records are organized by property parcel number with an alphabetical cross reference system.
Class of Individuals: Property owners.
Purpose: The purpose of this bank is to record the negotiations leading to property transactions.
Consistent Uses: It is used to assist in the administration of policies on the acquisition and expropriation of properties in the National Capital Region on behalf of the federal government.
Retention and Disposal Standards: Records are microfilmed and transferred annually to the National Archives of Canada.
PAC# = 78-011
Related to COR: NCC/PRB-055
TBS Registration Number: 000808

NCC/P-PU-050
Property Management Records
Description: The files contain basic personal information on the owner or tenant of the property and all information pertaining to the leasing of the property, authority to repair, capital improvement to the property and general correspondence on related matters. The records are organized by project parcel number with an alphabetical cross reference system.
Class of Individuals: Owners and tenants of the properties.
Purpose: The purpose of this bank is to maintain a record of information relating to the management of NCC properties.
Consistent Uses: It is used to assist in the administration of properties acquired on behalf of the federal government. Some information may be disclosed to municipalities in which the properties are located for the purpose of tax assessments and administration of the grants-in-lieu of taxes program.
Retention and Disposal Standards: Records are microfilmed and transfered to National Archives annually.
PAC# = 78-011
Related to COR: NCC/PRB-055
TBS Registration Number: 000809

NCC/P-PU-055
Violation Records — Other Than Gatineau Park
Description: This bank identifies violators and may contain a description of material seized, identification of witnessing officer and any relevant details.
Class of Individuals: General public.
Purpose: The purpose of this bank is to record particulars of the violation of laws and regulations applicable to NCC land and properties (with the exception of Gatineau Park).
Consistent Uses: This bank is used to facilitate the administration of justice within Commission-owned land and properties.
Retention and Disposal Standards: Case files are retained for 20 years.
PAC# = 78-011
Related to COR: NCC/PRB-055
TBS Registration Number: 000810

Public Activities

NCC/P-PU-060
Violation records — Gatineau Park
Description: This bank identifies violators and may contain a description of material seized, identification of witnessing officer and any relevant details.
Class of Individuals: Violators of laws and regulations.
Purpose: The purpose of this bank is to record particulars of the violation of laws and regulations applicable within the Gatineau Park.
Consistent Uses: This bank is used to facilitate the administration of justice within the park.
Retention and Disposal Standards: Case files are retained for 20 years, while the ongoing master computer tape is retained for 10 years.
PAC# = 78-011
Related to COR: NCC/PAB-035
TBS Registration Number: 000811

NCC/P-PU-065
Camp Site Registration Records (New)
Description: This bank contains the names of campers at Gatineau Park and Lebreton Flats camp sites. It may also contain addresses, telephone numbers, credit card numbers and fees paid for the rental of the sites.
Class of Individuals: General public.
Purpose: The purpose of this bank is to control the allocation of camp sites and to maintain a record of revenue.
Consistent Uses: This bank is also used to maintain mailing lists for future reservations, revenue accountability and future planning.
Retention and Disposal Standards: In process.
TBS Registration Number: 002197

MCC/P-PU-070
Volunteer Data Bank (New)
Description: This bank contains the names of volunteers who have offered to assist in various capacities during National Capital events. Addresses, telephone numbers and personal preferences are also included.
Class of Individuals: General public.
Purpose: The purpose of this bank is to maintain a record of volunteers.
Consistent Uses: This bank is used to select volunteers for suitable placement in support of NCC public events.
Retention and Disposal Standards: In process.
TBS Registration Number: 002196

Classes of Personal Information

The National Capital Commission as a whole is involved in activities which tend to generate public response in one form or another. As a result, personal information may be accumulated which is not contained in specific NCC banks listed in this index.

Such personal information may consist of compliments, complaints, suggestions, opinions, proposals, agreements, permits and permissions and may include name, address, telephone number and, in some cases, marital status, age and employment.

This form of personal information is stored throughout the general subject files and is not normally retrievable by name or other personal identifier. It can be located only if specific and sufficient details are provided concerning the event or activity of interest such as:

- acquisition, development, management, and disposal of properties;
- planning, construction, maintenance and operation of roads, bridges, parks, pathways and other works;
- joint projects with municipalities;
- construction and operation of concessions;
- grants and subsidies;
- historical sites and buildings;
- plans for federal elements in the National Capital Region;
- public cultural and recreational activities;
- tours and services for visitors;
- promotion of national understanding and awareness of the National Capital of Canada; and
- violation of laws and regulations.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward all formal requests for access to:

Access to Information and Privacy Co-ordinator
National Capital Commission
161 Laurier Avenue West
10th Floor
Ottawa, Ontario
K1P 6J6
(613) 239-5345

STANDARD BANKS

NCC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000812

NCC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000813

NCC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000814

NCC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000815

NCC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000816

NCC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000817

NCC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000818

NCC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000819

NCC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000820

NCC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000821

NCC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000822

NCC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000823

NCC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000824

NCC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000825

NCC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000826

NCC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000827

NCC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000828

NCC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000829

NATIONAL ENERGY BOARD

Chapter 74

NATIONAL ENERGY BOARD

Overall Responsibilities

Under the *National Energy Board Act*, the Board has two principal responsibilities: to regulate specific matters concerning oil, gas, and electricity in the public interest, and to advise the government on the development and use of energy resources. The Board also has certain responsibilities under the *Energy Administration Act* and the *Northern Pipeline Act*.

Access Procedures

Please direct enquiries to:

Secretary
National Energy Board
473 Albert Street
Room 1002
Ottawa, Ontario
K1A 0E5
(613) 990-3167

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NEB/P-PU-005
Interventions and Letters of Comment
Description: This bank contains the interventions and letters of comment filed with the Board by companies, public interest groups, and individuals who have participated in the Board's regulatory proceedings. All such documents are public and form part of the record of proceeding. Documents may be retrieved by providing the name of the application to which the document relates and the name of the participant.
Class of Individuals: Individuals who have participated in the regulatory proceedings of the National Energy Board.
Purpose: For consideration of these submissions by the Board in arriving at quasi-judicial decisions on applications before it.
Consistent Uses: To maintain a record of all interventions and letters of comment filed with the National Energy Board, relating to any applications. Disclosure is on request because all these documents are public. There is no linkage or matching.
Retention and Disposal Standards: Five years after the removal or abandonment of pipeline or international power line, or the authorization of the export of gas, oil or electricity to which the documents relate. On expiry of retention period, files are passed to the National Archives of Canada for selective retention.
PAC# = 79-003
Related to COR: NEB/OOS-085
TBS Registration Number: 000748

NEB/P-PU-010
Applications for Employment
Description: This bank contains all applications received requesting employment with the National Energy Board. The files include completed application forms, letters and curriculum vitae of persons interested in working with the Board. Access to this bank requires a name and the year in which the application was submitted.
Class of Individuals: All applicants for employment.
Purpose: For screening whenever openings become available.
Consistent Uses: To store employment applications for future reference. Disclosure is on request to the original applicant. Other enquirers are provided with statistics only. There is no linking or matching.
Retention and Disposal Standards: Documents are retained for one year.
PAC# = 78-001
TBS Registration Number: 000749

NEB/P-PU-015
Contracts
Description: This bank contains details of all contracts entered into by the National Energy Board (NEB) for the procurement of services, including personal services. The bank contains basic data such as education qualifications, work-related experience, termination dates, amount of fees paid, etc. Contracts awarded by the Department of Supply and Services on behalf of the Board are included.
Class of Individuals: Those who have provided the Board with services under contract.
Purpose: To make a decision on the selection of the most suitable candidate to fill specific requirements.
Consistent Uses: To record, retain and monitor all contracts. These records are also used during the auditing function. Disclosure is on request. There is no linkage or matching.
Retention and Disposal Standards: These files are retained for six years after completion and non-renewal of the contract.
PAC# = 78-001
TBS Registration Number: 000750

NEB/P-PU-020
Access Request Data Bank
Description: This bank contains the access request forms sent by individuals, the Board's replies and information relating to their processing.
Class of Individuals: All who submitted access reports.
Purpose: To respond to requests for information, submitted under the *Access to Information Act* and the *Privacy Act*.
Consistent Uses: To retain access requests and their replies for future reference, and to report on the number of access requests received annually. Disclosure is on request, but if the request is for someone other than the individual who sent in the original access form, that individual's name and personal data elements are deleted from the reply. There is no linkage or matching.
Retention and Disposal Standards: These records are retained for two years.
PAC# = 78-001
Related to COR: NEB/OOS-105
TBS Registration Number: 000751

Classes of Personal Information

Office of the Secretary Files

In the course of its programs and activities the National Energy Board may accumulate personal information which is not contained in the specific personal information banks listed in this entry. Such information may include an individual's name, address, telephone number, or opinion on a specific matter. These data are stored as part of the general subject files and the records are not normally retrievable by the name of the individual or other identifier.

Such personal information is provided by individuals in requesting publications, general information, funds for projects they are conducting, or in providing their comments or opinions on various topics.

To retrieve this type of personal information, the enquirer must state the specific subject matter of the correspondence, the name of the person, and the approximate date on which the correspondence was forwarded to the Board.

NATIONAL ENERGY BOARD

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The following banks are located at headquarters. Formal requests under the *Privacy Act* should be directed to the address given above. For informal requests, contact the Director of the Personnel Branch for all banks except NEB/P-SE-913 (Director, Finance Branch) and NEB/P-SE-914 (Assistant Director, Administrative Support Services).

STANDARD BANKS

NEB/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000752

NEB/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000753

NEB/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000754

NEB/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000755

NEB/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000756

NEB/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000757

NEB/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000758

NEB/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000759

NEB/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000760

NEB/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000761

NEB/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000762

NEB/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000763

NEB/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000764

NEB/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000765

NEB/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000766

NEB/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000767

NEB/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000768

NEB/P-SE-920
Incentive Awards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001889

NATIONAL FARM PRODUCTS MARKETING COUNCIL

Chapter 75

NATIONAL FARM PRODUCTS MARKETING COUNCIL

Overall Responsibilities

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the *Farm Products Marketing Agencies Act*. The Council works with these agencies, provincial governments and marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

Access Procedures

Please direct formal requests under the *Privacy Act* to the following address:

Chief, Administration
National Farm Products
Marketing Council
270 Albert Street
13th Floor, Martel Building
P.O. Box 3430
Postal Station D
Ottawa, Ontario
K1P 6L4

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

FPM/P-PU-005
Personal Service Contracts
Description: This bank maintains a record of personal service contracts awarded. The bank is comprised of case files which contain the contracts, description of duties, length of service, remuneration, any other approved terms and conditions deemed necessary and other related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors.
Class of Individuals: Consultants.
Purpose: Records are compiled for administration and financial reasons on all personal service contracts for proper control, accounting, substantiations and authority.
Consistent Uses: This bank is used for the award of personal service contracts and their controls.
Retention and Disposal Standards: Six fiscal years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000475

FPM/P-PU-010
Private Sector Consultants
Description: This bank is a record of consultants and consulting firms from the private sector that have requested registration with the Council. The data bank contains individual and/or firm names, addresses and areas of specialization.
Class of Individuals: Consultants.
Purpose: Records are compiled for general administration.
Consistent Uses: This bank is used for selection and awarding of personal service contracts.
Retention and Disposal Standards: Two years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000476

FPM/P-PU-015
Access Requests Files
Description: This bank contains requests under the *Access to Information Act*, submitted by individuals or organizations to access records, the replies to such requests, and any other information relevant to the processing of the requests.
Class of Individuals: Individuals or organizations.
Purpose: Records are compiled to process access requests, and for research and statistical purposes.
Consistent Uses: This bank is used for reference and statistical purposes.
Retention and Disposal Standards: Two years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000477

FPM/P-PU-020
Financial Records
Description: The purpose of this bank is to record program expenditures and revenues. It contains files on payments for travel and relocation, reimbursements for allowable charges and contractual agreements.
Class of Individuals: Employees of the Council.
Purpose: Records are compiled for the control and administration of the expenditures of the Council.
Consistent Uses: The bank is used for accounting, reference and statistical purposes.
Retention and Disposal Standards: Six fiscal years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000478

FPM/P-PU-025
Applicants Inventory
Description: The purpose of this information bank is to maintain an inventory of candidates seeking employment with the National Farm Products Marketing Council. Applications come from within and outside the public service. The applications contain personal characteristics and histories describing the educational and working backgrounds of the applicants. Some applications also contain unsolicited performance appraisals.
Class of Individuals: Applicants.
Purpose: Records are maintained for general administration.
Consistent Uses: This bank is used for administrative purposes only.
Retention and Disposal Standards: Two years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000479

FPM/P-PU-030
Expenditure Records
Description: This bank contains information to support payments made to the general public and government departments for the provision of goods and services to the Government of Canada.
Class of Individuals: Private companies and government departments.
Purpose: Supporting documentation for payment of accounts.
Consistent Uses: This bank is used for accounting, reference and statistical purposes.
Retention and Disposal Standards: Six fiscal years.
PAC# = 78-001
Related to COR: FPM/FPM-010
TBS Registration Number: 000480

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

Personal information banks of employees of the National Farm Products Marketing Council are found within Department of Agriculture standard banks.

NATIONAL FILM BOARD

Chapter 76

Background

The National Film Board (NFB) was established by an Act of Parliament on May 2, 1939, and revised in 1950. The NFB reports to the Minister of Communications. Its mandate is to produce and distribute Canadian film and video, as well as to promote their production and distribution.

Overall Responsibilities

The NFB's purpose is to make films which are distinctively Canadian. These films reflect the bilingual, multicultural and regional realities of this country and answer the social and cultural needs of its citizens. NFB productions are distributed on film and videocassette and are available through Canadian theatres, library collections and its own audio-visual centres. Across the country, NFB films are seen on broadcast and specialized television. The NFB also operates an International Commercial Service to sell and market its films abroad. NFB films are also available in some Canadian diplomatic missions abroad.

NFB films are produced by distinct English and French program branches which are also responsible for marketing their films to their respective English and French audiences. In the early 1970's NFB production began to decentralize its production studios and the ensuing years have seen production studios developed in Vancouver, Edmonton, Winnipeg, Toronto, Moncton, and Halifax, as well as in Montreal. There is a permanent creative staff in Montreal, though a large proportion of NFB films are made by freelance independent filmmakers. The NFB is a totally integrated production and distribution house. The average annual production of the NFB is approximately 100 original films and 50 versions and adaptions of existing films. The NFB produces versions of its films in several different languages for foreign distribution. It also produces IMAX films. The Services Division undertakes advanced technical research and development to further the art and technology of film and video.

The NFB also has a mandate to play an active role in training people in all aspects of filmmaking.

Organization

The Board of Trustees of the National Film Board is composed of the Canadian Government Film Commissioner — who is both the Chairperson and Chief Executive Officer of the NFB — and eight other members appointed by the Governor in Council, three of whom are selected from the public service of Canada or the Canadian Armed Forces and five from the public at large. The NFB is managed by the Government Film Commissioner and by the directors of the English Program Branch; the French Program Branch; the Services Division; the Vice-Government Film Commissioner and Corporate Affairs Division; the Administration, Finance and Personnel Division; the Communications Division; and the Employment Equity Program Division.

The head office of the NFB is in Ottawa, while its operational headquarters are located in Montreal.

Access Procedures

Formal requests for access under the *Privacy Act* should be directed to:

Access to Information and Privacy Co-ordinator
National Film Board
150 Kent Street
Ottawa, Ontario
K1A OM9
(613) 992-3615

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

NFB/P-SE-901
Employee Personnel Records
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000794

NFB/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000795

NFB/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000796

NFB/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000797

NFB/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000798

NFB/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000799

NATIONAL LIBRARY

Chapter 77

NATIONAL LIBRARY

Background

The National Library of Canada, created in 1953, operates under the *National Library Act* (1969) and its amendments, and enforces the Legal Deposit Regulations (1969). It is a branch of government having the rank of a department and reports to Parliament through the Minister of Communications. The National Library serves Canada from Ottawa.

Overall Responsibilities

The National Library ensures that the written heritage of Canadian people is preserved and made accessible to everyone through the country's libraries.

To fulfill its responsibilities the Library collects and promotes the Canadian literary heritage in its broadest sense. This includes listing the nation's publications to facilitate their retrieval, availability, and use; providing reference, information, referral and document delivery services to support similar services provided by other Canadian libraries, with special emphasis on Canadian-related subjects; making known the written heritage of the nation through a cultural events program; and facilitating the use of the nation's total library resources by co-ordinating and participating in national and international programs for sharing information on publications and for identifying and supplying needed documents on interlibrary loan.

Access Procedures

Please address enquiries about the following banks to:

Privacy Co-ordinator
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Public Services Branch

NLC/P-PU-005
Computerized Information Service Records

The purpose of this bank is to record information related to the computerized information service. It contains correspondence, search profiles and records of service charges. The consistent uses of the records in this bank are to monitor the current awareness and retrospective searching services, to verify service requests and search profiles and to prepare necessary statistics. The records are used only by staff of the Computerized Information Service and are retained for the period of subscription to the service, plus two years after cancellation of the subscription. Records are then sent to the National Archives of Canada.

NLC/P-PU-010

Research Applications (New)

Description: The bank contains research applications of individuals who wish to use the National Library research facilities.

Class of Individuals: Individuals who wish to use the National Library research facilities.

Purpose: The bank was established to prepare research passes, survey research use and compile statistics.

Consistent Uses: The bank is used to identify research topics and compile statistics.

Retention and Disposal Standards: To be negotiated with the National Archives of Canada.

TBS Registration Number: 002278

NLC/P-PU-015

Reference Enquiries (New)

Description: The bank contains requests for reference information and the responses to these requests.

Class of Individuals: Individuals requesting information concerning research to be undertaken through the National Library.

Purpose: The bank was established to verify requests for information or financial charges, survey research use and opinion, and provide additional references when appropriate.

Consistent Uses: The consistent use is to compile statistics.

Retention and Disposal Standards: To be negociated with the National Archives of Canada.

TBS Registration Number: 002279

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The National Library's employee information banks are the same as those for National Archives of Canada.

NATIONAL MUSEUMS OF CANADA

Chapter 78

NATIONAL MUSEUMS OF CANADA

The description of information holdings of the National Museums Corporation is subject to change pending new legislation.

Background

The National Museums of Canada (NMC), a Crown corporation established in 1968 by the *National Museums Act*, reports to Parliament through the Minister of Communications. It incorporates in a single administration six organizational elements: the National Gallery of Canada; the Canadian Museum of Civilization., including the Canadian War Museum; the National Museum of Natural Sciences; the National Museum of Science and Technology, including the National Aviation Museum; the Corporate Management Branch; and Corporate Services. It is administered by its own secretariat under the authority of a Board of Trustees. The Secretary-General is the chief executive officer of the NMC. The purposes of the NMC as defined in the Act, are "to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof."

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to the relevant address:

Access to Information and Privacy Co-ordinator
Assistant Secretary-General
Corporate Services Branch
National Museums of Canada
Centennial Towers, 8th Floor
200 Kent Street
Ottawa, Ontario
K1A 0M8
(613) 954-4250

Access to Information and Privacy Co-ordinator
Deputy Director
National Gallery of Canada
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario
K1N 9N4
(613) 990-1992

Access to Information and Privacy Co-ordinator
Deputy Director
National Museum of Natural Sciences
Victoria Memorial Museum Building
Metcalfe and McLeod Streets
P.O. Box 3443, Station D
Ottawa, Ontario
K1P 6P4
(613) 992-7180

Access to Information and Privacy Co-ordinator
Deputy Director
Canadian Museum of Civilization
Block 2200, Asticou Centre,
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0M8)
(819) 953-5796

Access to Information and Privacy Co-ordinator
Deputy Director
National Museum of Science and Technology
2380 Lancaster Road
P.O. Box 9724, Ottawa Terminal
Ottawa, Ontario
K1G 5A3
(613) 990-6356

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NMC/P-PU-005
Collections
Description: This bank has complete information pertaining to the collection of objects by the National Museums of Canada.
Class of Individuals: Individuals with which National Museums of Canada deals, in relation to collecting.
Purpose: To maintain complete information about objects collected or collectable by the National Museums of Canada. The information is classified by objects.
Consistent Uses: Determination of value of objects for income tax or insurance purposes.
TBS Registration Number: 001678

NMC/P-PU-010
Contract Files
Description: The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the National Museums Corporation. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Contracts Management Section.
Class of Individuals: Information relates to individuals from the private sector under contract for services to NMC.
Purpose: For contracting services.
Consistent Uses: To maintain information on all service contracts entered into by NMC.
Retention and Disposal Standards: Six fiscal years, then destroyed.
PAC# = 78-001
TBS Registration Number: 000377

NMC/P-PU-020
Requests Under the Access to Information Act
Description: Contains formal requests made under the *Access to Information Act* by individuals for access to records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemption claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts.
Class of Individuals: Individuals requesting information under the *Access to Information Act*.
Purpose: To process requests.
Consistent Uses: Compiling statistics relating to the administration of the Act.
Retention and Disposal Standards: Two years after last action.
PAC# = 78-001
TBS Registration Number: 000378

NMC/P-PU-025
Requests from Federal Investigative Bodies
Description: Contains requests for personal information made pursuant to paragraph 8(2)*(e)* of the *Privacy Act* by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy

Commissioner and all records relating to the processing of the requests.
Class of Individuals: Individuals being investigated by federal investigative bodies.
Purpose: To meet the requirements of the Act.
Consistent Uses: Compiling statistics relating to requests from federal investigative bodies.
Retention and Disposal Standards: Two years after last action.
PAC# = 78-001
TBS Registration Number: 000379

NMC/P-PU-030
Individual Requests Under the Privacy Act
Description: This bank contains formal requests made by individuals under the *Privacy Act* for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts.
Class of Individuals: Individuals requesting information under the Privacy Act.
Purpose: For processing such requests and for compiling statistics relating to them.
Retention and Disposal Standards: Two years after last action.
PAC# = 78-001
TBS Registration Number: 001680

Classes of Personal Information

Some NMC files summarized in the Access Register contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about NMC collections, programs and services, information and advice given to individuals by NMC employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the NMC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the NMC.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks please direct requests to the address listed under Access Procedures in this chapter.

PARTICULAR BANKS

NMC/P-PE-801
Vehicle Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business.
Class of Individuals: This bank relates to individuals employed by the National Museums of Canada.
Purpose: To determine liability for such accidents and to approve damage settlements.
Retention and Disposal Standards: Two years after the settlement of individual claims, after which the files are destroyed.
TBS Registration Number: 000380

STANDARD BANKS

The following banks are located at the museums.

NMC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000381

NMC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000382

NMC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000383

NMC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000384

NMC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000385

NMC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000386

NMC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000387

NMC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000388

NMC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000389

NMC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000390

NMC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000391

NMC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000392

NMC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000393

NMC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000394

NMC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000395

NMC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000396

NMC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000397

NMC/P-SE-920
Incentive Awards
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 001940

Deleted Personal Information Banks

The following personal information bank has been transferred to the Department of Communications:

NMC/P-PU-015 Fellowship

NATIONAL PAROLE BOARD

Chapter 79

NATIONAL PAROLE BOARD

Overall Responsibilities

The National Parole Board (NPB) is an independent, administrative agency within the federal Department of the Solicitor General. In accordance with the provisions of the *Parole Act* and other relevant statutes, the Board grants, denies and controls the conditional release of inmates from federal institutions and (with the exception of the granting of temporary absences) from provincial institutions in those provinces without a provincial parole board (the provinces of Quebec, Ontario and British Columbia have their own provincial parole boards). The Board also has the authority to order the detention of inmates past their presumptive release date in certain circumstances. The Board makes recommendations to the Solicitor General of Canada for the exercise of the Royal Prerogative of Mercy and for the granting or revocation of pardons under the *Criminal Records Act*.

In order to satisfy these responsibilities, the Board creates and maintains individual case files on people who are subject to its decisions. The personal information is collected from individuals themselves and a wide variety of sources: courts, law enforcement agencies, the Correctional Service of Canada, provincial correctional authorities, other federal departments, medical authorities, private after-care agencies, and the general public. This information is contained in the Parole Case Files information bank and the Clemency Case Files information bank. Statistical information drawn from these two banks is stored electronically in the Board's EDP System (APIS).

In addition to these two banks and the standard employee information banks, the Board has banks containing correspondence sent by or to individuals requesting access to their files under the *Privacy Act* or to government records under the *Access to Information Act*.

Access Procedures

Requests for access to the following personal information banks should be referred to:

Access to Information and Privacy Co-ordinator
National Parole Board
Sir Wilfrid Laurier Building
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
(613) 995-1308

Applicants are required to provide appropriate identifying information about themselves such as name, address, date of birth, National Parole Board file number (if any) and any additional information deemed useful to identify the appropriate file. Applicants who also wish to have access to the electronic version of their file stored in the APIS system must do so by request. On May 1, 1988 the Board began recording all hearings with offenders. Access to copies of cassette tape recordings of these hearings is provided informally and individuals may request a copy of their own taped hearing by contacting the NPB regional office responsible for their case.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NPB/P-PU-005

Parole Case Files

Description: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; progress reports, appraisals and recommendations from staff of penal institutions and parole offices; records of Board decisions and related documentation; warrants and certificates; memoranda and letters from other agencies, government departments and the general public; and electromagnetic cassette tapes of hearings with offenders.

Class of Individuals: Individuals who are serving or who, at one time, were serving a sentence of imprisonment in a federal penitentiary; individuals who are serving or who, at one time, were serving a sentence of imprisonment in a provincial institution and applied for parole to the National Parole Board. These records may also contain personal information on individuals other than the individual for whom a file was created, e.g. the individual's family, friends or representatives.

Purpose: Parole case files are used by the National Parole Board in accordance with the provisions of the *Parole Act* and other relevant statutes, to determine eligibility and suitability of inmates for full parole, day parole, unescorted temporary absences and, in some cases, escorted temporary absences; to set terms and conditions of all types of conditional releases and to review performance on such releases; to consider modifying or reducing conditions of release; to consider restoration of earned remission, lost as a result of revocation of parole or mandatory supervision.

Consistent Uses: To fulfill its legislative mandate, the National Parole Board gathers a great deal of personal information about offenders under its jurisdiction. To obtain the information, it is necessary for the Board to routinely share, when warranted, its information with other sources, including, the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. In addition, the significant public education role that the Board has to play and the wish to demonstrate to the public the fairness of its decisions, allows the general public, where legitimate reasons exist, to be informed of decisions concerning offenders currently under its jurisdiction as well as the general reasons supporting these decisions. However, the information shared under these circumstances is either factual and/or publicly available, and is general enough to ensure sufficient protection against any invasion of privacy of the individual to whom the information pertains. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board.

Retention and Disposal Standards: Records, except electromagnetic cassette tapes, are kept for 15 years after Warrant Expiry Date or death of the individual and destroyed thereafter except when they are the subject of criminological research. Records deemed to be of archival or historical value are transferred to the National Archives of Canada. Electromagnetic cassette tapes are kept only for two years. Where written consent has been obtained from the individual, the tapes may be destroyed sooner.

PAC# = 85-018

Related to COR: NPB/NPB-025; 030; 035; 040

TBS Registration Number: 000506

NPB/P-PU-010

Clemency Case Files

Description: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; appraisals and recommendations from NPB and/or Correctional Service of Canada staff; records of Board members recommendations and related documentation; warrants and certificates; memoranda and letters of other agencies, government departments and the general public; and electromagnetic cassette tapes of hearings with pardon applicants. Social insurance numbers (SIN) are found in this bank in the cases of military personnel who request pardons from the Board, since the Department of National Defence (DND) uses the SIN as a personal identifier for its personnel. Board usage of SINs is dependent on DND usage.

Class of Individuals: Individuals who have applied to the National Parole Board for a pardon under the *Criminal Records Act* or an act

of clemency under Section 22(2) of the *Parole Act* with respect to the Royal Prerogative of Mercy or pursuant to the Letters Patent, Sections 683 and 685 of the Criminal Code of Canada. Records may also contain personal information on individuals other than the individual for whom a file was opened, e.g. the individual's family, friends or representatives.
Purpose: To determine eligibility and suitability for the granting of a pardon or other act of clemency or for revocation of a pardon.
Consistent Uses: To fulfill its legislative mandate, the National Parole Board gathers a great deal of personal information about applicants under its jurisdiction. To obtain the information, it is necessary for the Board to routinely share, when warranted, its information with other sources, including the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. However, unless the pardon was subsequently revoked, personal information banks containing files of individuals who have been granted a pardon are kept separate and the content cannot be disclosed to any person without the prior approval of the Solicitor General who, before granting such approval, has to be satisfied that the disclosure is desirable in the interests of the administration of justice or for any purpose related to the safety or security of Canada. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board.
Retention and Disposal Standards: Pardon — for premature requests, files are kept for two years; for discontinued requests, files are kept for two years after the last contact with the applicant; for pardon granted, files are kept to age 70 or one year after the death of the subject is confirmed by the RCMP; for pardon revoked or not granted, files are kept for ten years after a final decision. Royal Prerogative of Mercy — files are kept for a period of ten years following the last administrative action. Once the retention periods are satisfied, clemency case files are either destroyed, or transferred to National Archives of Canada if deemed to be of archival or historical value. Electromagnetic cassette tapes are kept only for two years. Where written consent has been obtained from the individual, the tapes may be destroyed sooner.
PAC# = 85-018
Related to COR: NPB/NPB-010; 015; 020
TBS Registration Number: 000507

NPB/P-PU-015
Access Requests Files
Description: This bank contains formal requests made by individuals under the *Privacy Act* and the *Access to Information Act*, the replies to such requests and information relating to their processing.
Class of Individuals: Individuals requesting access to information under the *Privacy Act* and the *Access to Information Act*.
Purpose: This information is used for processing requests made under the *Privacy Act* and the *Access to Information Act*.
Consistent Uses: This information may be used for research, statistical, program monitoring and evaluation purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in defence against a Court action.
Retention and Disposal Standards: The records are retained for two years after all actions have been completed.
PAC# = 85-018
Related to COR: NPB/NPB-005
TBS Registration Number: 000508

Classes of Personal Information

In the course of conducting the programs and activities of the National Parole Board, categories of personal information may be accumulated which are not included in the personal information banks described in this entry. Such information contains the names, addresses and opinions of individuals corresponding with the Department on general parole matters.

This type of personal information is scattered throughout the general subject files listed in the Access Register and is not used for any administrative purpose which might affect individuals. It is normally retrievable only by identifying the appropriate subject file which may contain documents referencing such personal information.

The retention periods associated with this information are consistent with those associated with the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

Privacy Co-ordinator
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
(613) 995-1308

PARTICULAR BANKS

NPB/P-PE-801
Employee Reliability Checks
Description: This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals.
Class of Individuals: Individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract.
Purpose: The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted to carry out tasks honestly and reliably.
Consistent Uses: The information is used to support decisions on transfers, promotions, discipline and termination of employment.
Retention and Disposal Standards: The information in this bank is destroyed two years after it was last used for an administrative purpose.
Related to COR: NPB/NPB-005
TBS Registration Number: 002100

STANDARD BANKS

The following banks are located at headquarters.

NPB/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000509

NPB/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000510

NPB/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000511

NPB/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000512

NPB/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000513

NPB/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000514

NPB/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000515

NPB/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000516

NPB/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000517

NPB/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000518

NPB/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000519

NPB/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000520

NPB/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000521

NPB/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000522

NPB/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000523

NPB/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 86-001
TBS Registration Number: 000524

NATIONAL RESEARCH COUNCIL OF CANADA

Chapter 80

NATIONAL RESEARCH COUNCIL OF CANADA

Background

Operating under the *National Research Council Act*, the National Research Council of Canada (NRC), as the principal research agency of the federal government, carries out a wide spectrum of activities, which includes the performance of scientific and engineering research in response to national, economic and social needs; the provision of direct financial and technical assistance to industry; the establishment and maintenance of standards; the provision of national scientific and technological facilities for industry and the universities; and the operation of a nationwide network of scientific and technical information services.

Overall Responsibilities

In pursuing the above activities, the Council, on occasion, is involved in the collection and use of personal information. Details of those instances where the information is used to make administrative decisions affecting the individual are described under Personal Information Banks — General Public. Persons wishing access to their own records should include their full name and address, and any additional information specified in each information bank. Where no additional information is indicated, only full name and address are required.

Personal information in NRC files that is not used for administrative purposes and is normally neither organized nor retrieved by personal identifiers is outlined in the Classes of Personal Information section.

Access Procedures

Access requests under the *Privacy Act* should be directed to:

Privacy Co-ordinator
National Research Council
Administration Building
Ottawa, Ontario
K1A 0R6

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Council Secretariat

NRC/P-PU-005

National Research Council and Committee Membership

Description: This bank contains background information, including the educational background, affiliation, publication list, and professional experience of individuals nominated for service on Council and its associated committees.
Class of Individuals: Past and current members of Council and members of committees of Council.
Purpose: To assist in the selection and appointment of members of the National Research Council and its committees.
Retention and Disposal Standards: Records of persons who are or have been members of the Council and/or its associated committees are retained for 30 years and then transferred to the Archives Branch of the National Archives of Canada.
PAC# = 85-021
Related to COR: NRC/EXE-010
TBS Registration Number: 000931

NRC/P-PU-010

Inventions: Submissions by Private Individuals

Description: This bank contains information on inventions submitted by individuals for assessment and scientific comments and patent protection advice provided by the National Research Council. Information includes the original submission, evaluation by scientific personnel where expertise was available, and the reply to the enquirer.
Class of Individuals: Members of the general public who request advice about their inventions.
Purpose: To carry out an assessment and provide scientific comment and advice on inventions submitted by the general public.
Retention and Disposal Standards: Records are retained for a period of two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000932

NRC/P-PU-015

Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members

Description: This bank contains requests for recommendations and copies of letters of recommendation made by staff members for non-staff individuals.
Class of Individuals: Members of the scientific and academic communities who ask for letters of recommendation.
Purpose: To provide letters of recommendation to members of the scientific and academic communities.
Retention and Disposal Standards: Files are retained for two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000933

Industry Development Office

NRC/P-PU-026

Industrial Research Assistance Program

Description: The records in this bank are used to support proposals for financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities and other expenses involved in the project and retain all titles to the results of the jointly-funded research.
Class of Individuals: Directly-related employees of companies that submit proposals for financial assistance through this program.
Purpose: To determine the amount of financial contribution to the company if the proposal is accepted.
Retention and Disposal Standards: Accepted proposals are retained for 20 years. Unaccepted proposals are retained for 5 years.
PAC# = 80-014
TBS Registration Number: 001683

External Relations

NRC/P-PU-030

International Exchanges and Visits

Description: This bank contains applications from individuals who wish to visit France under the NRC/CNRS Scientific Co-operation Program or the France/Canada Exchange Agreement, recommendations, decisions of the selection committee, and related correspondence.
Class of Individuals: Members of the scientific community.
Purpose: To select individuals for these two programs and to implement administrative procedures connected with the exchange or visit.
Retention and Disposal Standards: Records are retained for two years after the termination of exchange or visit, or two years after the date on which the application was rejected; and are then destroyed.
PAC# = 85-021

Related to COR: NRC/EXR-025
TBS Registration Number: 000934

Communications

NRC/P-PU-035
Knowledge Source Index
Description: This bank contains information on scientific and technical experts who have agreed to participate in the Knowledge Source Index data bank. Records contain profiles of the scientific and technical expertise of individual participants.
Class of Individuals: Experts in the scientific and technical field who are willing to lend their expertise to others.
Purpose: To allow identification of experts who may respond to requests for assistance from the Canadian scientific and technical community.
Retention and Disposal Standards: Information in the data bank is updated on an annual basis, and records relating to individuals who are no longer interested in participating are retained for a period of two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000935

NRC/P-PU-040
Manuscripts for Publication
Description: These records contain manuscripts, forms and publishing department correspondence related to the printing of Council research journals. Full name, address, title of paper, name of journal to which the paper was submitted and date of submission are required for access.
Class of Individuals: Individuals who have submitted manuscripts.
Purpose: To record information relating to the publication of papers in research journals.
Retention and Disposal Standards: Records are retained for two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000936

Administration

NRC/P-PU-045
Accounts Receivable
Description: These files record debit and credit entries in connection with National Research Council accounts receivable. Files include information on financial transactions and outstanding blanaces.
Class of Individuals: Members of the general public who have purchased goods and services offered by the National Research Council.
Purpose: In addition to recording payment, records are used to follow up on overdue accounts.
Retention and Disposal Standards: Records are retained for six fiscal years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000937

NRC/P-PU-050
Deposit Accounts
Description: These files contain a record of credit balances of individuals in account with the National Research Council for the purchase of goods and services.
Class of Individuals: Members of the general public who have established a deposit account for the purchase of scientific and technical information.
Purpose: Files are maintained for the purpose of recording debit and credit entries against deposit accounts established by private individuals.
Retention and Disposal Standards: Records are retained for six fiscal years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000938

NRC/P-PU-055
Contracts between NRC and Individuals
Description: This bank contains the initial proposal and submission, evaluations and correspondence, details of contract, financial transactions and interim or final reports.
Class of Individuals: Members of the general public who submit proposals for work to be performed for the National Research Council.
Purpose: To evaluate proposals, to process contracts, and to provide information for the verification of invoices, payments and scientific monitoring, and to administer contracts.
Retention and Disposal Standards: Records are retained for six fiscal years after termination of the contract or two years after rejection of the proposal and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000939

NRC/P-PU-060
Employment Applications
Description: This bank contains information on candidates available for employment at the National Research Council when vacancies arise. Records contain letters, completed application forms, applicant resumes, comments of interviewer, and letters of reference.
Class of Individuals: Members of the general public who apply for employment at the National Research Council.
Purpose: To select candidates for vacancies at the National Research Council.
Retention and Disposal Standards: Records are retained for two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000940

NRC/P-PU-065
Research Associateship Program: Applicant Inventory
Description: Records contain application forms, curricula vitae, academic records, publications, letters of recommendation, personal characteristics and employment history.
Class of Individuals: Individuals who have made application to the National Research Council for research associateships.
Purpose: To select recipients of NRC research associateships.
Retention and Disposal Standards: Records are retained for two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000941

NRC/P-PU-070
Secondments and Exchanges Between the National Research Council and Outside Organizations
Description: This bank contains requests for secondment or exchange of personnel and memoranda leading to the approval or rejection of requests.
Class of Individuals: Persons other than NRC employees who have been involved in exchanges or loans.
Purpose: The purpose of this bank is to provide documentation for the administration of exchanges and loans of personnel. Information is used to make decisions on these exchanges and loans.
Retention and Disposal Standards: Records are retained for three years after the agreement ceases or after rejection of the proposal and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000942

Council Secretariat

NRC/P-PU-075
Requests to Access Personal Information
Description: This bank contains requests for access to personal information contained in personal information banks administered by the National Research Council.
Class of Individuals: Individuals who have applied for access to personal information banks administered by the National Research Council.
Purpose: The purpose of this bank is to verify the identity of individual applicants and to process requests.
Consistent Uses: To prepare statistics for quarterly and annual reports required under the *Privacy Act*.
Retention and Disposal Standards: Records are retained for a period of two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000943

CISTI

NRC/P-PU-080
Information Dissemination
Description: Information in this bank is provided by the purchaser of publications, subscriptions, information or computerized services.
Class of Individuals: Scientific community, contractors, architects, individuals.
Purpose: To provide individuals with information on prepaid subscriptions, publications, or computerized services, and to assess and collect charges.
Consistent Uses: This information is used to record financial transactions and update computerized mailing lists.
Retention and Disposal Standards: Records are retained for a period of two years and are then destroyed.
PAC# = 85-021
TBS Registration Number: 000944

Classes of Personal Information

The personal information contained in this class is distributed across a wide range of subject files. It is not used for administrative purposes, and is normally neither arranged nor retrieved by personal identifiers. The most common types of personal information contained in this class are name, address, and, in some cases, affiliation, educational background and experience. The information was collected through general enquiries, complaints, requests for assistance, and personal views and opinions directed by the public to the scientific laboratories; to the Canada Institute for Scientific and Technical Information; to the Industrial Development Office regarding its assistance programs; and to the Council's supporting administrative branches such as Personnel and Administrative Services, Contract Services, Public Relations and Information Services, and External Relations. Individuals wishing to access information relating to themselves should provide specific details regarding

—the division, branch, or individual to whom the correspondence was addressed;

—the approximate date of the correspondence;

—the subject matter;

—the name of the program (if applicable); and

—the file reference number, if available.

The retention periods for this class of personal information vary and are provided in the records schedules of the general subject files in which the information is stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to:

Privacy Co-ordinator
National Research Council
Room W-201
Building M-58
Montreal Road
Ottawa, Ontario
K1A 0R6
(613) 993-9429

PARTICULAR BANKS

NRC/P-PE-801 *Formerly identified as:* NRC/P-SE-915
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Employees of the institution
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000959

NRC/P-PE-802 *Formerly identified as:* NRC/P-SE-918
Affirmative Action Program
Description: The bank contains personal information on employees such as education, work history, career aspirations, and training and development, which is collected by interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female, whether they are or native origin, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees when these identifiers are required to locate employee records.
Class of Individuals: Employees of the National Research Council.
Purpose: This bank provides documentation for the implementation of the affirmative action policy. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, indigenous peoples and physically or mentally handicapped persons) and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Council and with their counterparts in the general labour market.
Consistent Uses: The information gathered will be used for institutional purposes in the Council's affirmative action program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups

participate in and are equitably represented in the National Research Council. It may also be used for policy and planning purposes related to affirmative action.
Retention and Disposal Standards: The disposal criteria for this bank are to be established.
PAC# = 85-001
TBS Registration Number: 002202

NRC/P-PE-803 *Formerly identified as:* NRC/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.
Class of Individuals: Employees of the National Research Council.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within the National Research Council, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and termination during the Initial Term Appointment period.
Consistent Uses: The information is also used to support decisions regarding promotions, transfers, demotions, employee assistance, discipline and termination of employment.
Retention and Disposal Standards: Records are retained for five years, after which they are destroyed.
PAC# = 85- 001
TBS Registration Number: 002201

STANDARD BANKS

The following banks are located at headquarters and also in the regions where noted.

NRC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000945

NRC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000946

NRC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000947

NRC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000948

NRC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000949

NRC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000950

NRC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000951

NRC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000952

NRC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000953

NRC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000954

NRC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000955

NRC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000957

NRC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000958

NRC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000960

NRC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000961

NRC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000963

NATIONAL TRANSPORTATION AGENCY OF CANADA

Chapter 81

NATIONAL TRANSPORTATION AGENCY OF CANADA

Background

The National Transportation Agency (NTA) is responsible for the economic regulation of transportation in Canada. Established on January 1, 1988, by the *National Transportation Act, 1987*, the Agency's headquarters is in the National Capital Region. Regional offices are in Saskatoon and Moncton. The NTA replaces the Canadian Transport Commission which existed for 20 years under the previous *National Transportation Act*.

Overall Responsibilities

The object of the Act is to encourage a safe, economic, efficient and adequate transportation system to serve the needs of shippers and travellers.

The Agency performs all the functions vested in it by the *National Transportation Act, 1987*, and related legislation (principally, the *Railway Act, Western Grain Transportation Act, Atlantic Region Freight Assistance Act, Maritime Freight Rates Act, Canada Shipping Act, Shipping Conferences Exemption Act, Pilotage Act*, and *Railway Relocation and Crossing Act*).

The NTA has all the powers, rights and privileges of a superior court in Canada. Applications for review of an NTA order or decision can be made under section 41 of the *National Transportation Act, 1987*. Appeals can also be made to the Federal Court or by petition to the Governor in Council.

The National Transportation Agency consists of a maximum of nine permanent members, including the Chairman and Vice-Chairman. All are appointed by the Governor in Council. At least one member must represent each of the regions of Canada: Pacific, Prairie, Ontario, Quebec and Atlantic. Up to six additional members may be temporarily appointed to the Agency.

The powers and duties of the Agency are divided among four transportation program branches. They are: Dispute Resolution; Market Entry and Analysis; Transportation Subsidies; and Rail Safety. Other branches include Management Services, Legal Services and Secretariat.

Access Procedures

Any Canadian citizen or permanent resident, as defined by the *Immigration Act*, 1976, who believes the Agency holds information of a personal nature about them, may request access to that information by writing to:

Privacy Co-ordinator
National Transportation Agency
Jules Léger Building
15 Eddy Street
Hull, Quebec
K1A 0N9
(819) 994-2564

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Rail Safety Branch

NTA/P-PU-005 *Formerly identified as:* CTC/P-PU-005
Rail Accident Investigations
Description: The purpose of this bank is to maintain records concerning rail accidents. These comprise reports on occurrences of accidents, plus information reports on the more serious derailments, on collisions, crossing accidents, trespassing acts and train operation facilities. Information reports may contain names of railway employees, passengers, highway users or others injured or killed, and names of employees disciplined. Reports of derailments or collisions contain both circumstances and causes, whereas other reports usually contain only circumstantial information. Since files are maintained by accident date and location, access requests should specify them.
Class of Individuals: Individuals involved in railway accidents.
Purpose: To enhance existing safety programs by identifying actual frequency, trends, anomalies and causes of accidents and action that can be taken by the Agency to remove or reduce the risk of recurrences. To provide information for members of Parliament and provincial legislative assemblies, and to parties involved in the accidents or their legal representatives.
Retention and Disposal Standards: Files are kept for 20 years.
PAC# = 73-007
Related to COR: NTA/RSB-181
TBS Registration Number: 000318

Market Entry and Analysis Branch

NTA/P-PU-010 *Formerly identified as:* CTC/P-PU-010
Complaints in Respect of Air and Northern Marine Resupply Services
Description: The purpose of this bank is to maintain a record of investigations of complaints concerning possible infractions or alleged operations by licensed or unlicensed carriers under the Air Transport Regulations or the *National Transportation Act, 1987*. These records may contain personal information, depending on the nature of the complaint, and may involve communication with other government departments, including the RCMP and the Department of Justice. Since files are maintained by carrier name, an access request must specify the name of the carrier.
Class of Individuals: Individuals involved in the investigation of possible infractions under the *National Transportation Act, 1987* or the Air Carrier Regulations.
Purpose: To determine whether or not there have been infractions and if so, to determine the appropriate action.
Retention and Disposal Standards: Files are held for two years except those for advance booking charters, which are held for ten years.
PAC# = 69-116
Related to COR: NTA/MEA-101, 106
TBS Registration Number: 000319

NTA/P-PU-015 *Formerly identified as:* CTC/P-PU-015
Air Service Licence Applications
Description: The purpose of this bank is to maintain a record of air service licence applications for use in granting or denying licence authorities under the *National Transportation Act, 1987*. The bank contains applications and interventions in support or opposition thereto. Files may contain personal information relating to the applicant or other parties of record. Since files are maintained by carrier name, an access request must specify the name of the carrier.
Class of Individuals: Applicants for licence authority and intervenors in the licensing process.
Purpose: For granting or denying licences under the *National Transportation Act, 1987*.
Retention and Disposal Standards: Files are held for ten years.

PAC# = 66-033
Related to COR: NTA/MEA-076, 091
TBS Registration Number: 000320

NTA/P-PU-020 *Formerly identified as:* CTC/P-PU-020
Passenger Manifests
Description: Manifests are provided by air carriers, on request, and contain the flight number, date, origin, destination and names of individuals booked on charter flights under provision of the Advance Booking Charter Regulations. Some lists may contain addresses and phone numbers of the individuals named.
Class of Individuals: Charter passengers.
Purpose: To verify that ticket sales are in conformity with the Advance Booking Charter Regulations.
Retention and Disposal Standards: Files are maintained for one year.
PAC# = 76-008
Related to COR: NTA/MEA-076; 091; 096
TBS Registration Number: 000321

NTA/P-PU-025 *Formerly identified as:* CTC/P-PU-025
Northern Marine Licensing

The purpose of this bank is to maintain a record of water carrier licence applications for use in determining licence eligibility. The bank contains applications for authority to operate a commercial water carrier service in the Great Lakes, Mackenzie River and Western Arctic regions, including interventions in support or opposition thereto. The files may also contain personal information provided in relation to licence applications. The retention period for this bank is to be established.
Related to COR: NTA/MEA-081

Dispute Resolution Branch

NTA/P-PU-030 *Formerly identified as:* CTC/P-PU-030
Mergers and Acquisitions

This bank contains information on proposed acquisitions of Canadian transportation undertakings; applications; contractual and financial agreements between parties; filed objections; hearing documentation, decisions and orders. Since files are maintained by name of company, an access request must specify the company name. This personal information relates to applicants. The information was obtained to allow or disallow proposed acquisitions. The retention period for this bank is to be established.
Related to COR: NTA/DRB-056

NTA/P-PU-033
Complaints in Respect of Service Provided to Handicapped Persons (New)
Description: The purpose of this bank is to maintain a record of investigations of complaints concerning the possible existence of undue obstacles to the travel of handicapped persons under the *National Transportation Act, 1987*, the *Railway Act*, the *Aeronautics Act*, and the *Motor Vehicle Transport Act*. This bank may contain personal information depending on the nature of the complaint. Since the files are maintained by carrier name and nature of complaint, an access request must specify these identifiers.
Class of Individuals: Individuals involved in the investigation of such complaints under section 35(5) of the *National Transportation Act, 1987*, the *Railway Act*, the *Aeronautics Act*, and the *Motor Vehicle Transport Act*.
Purpose: To determine whether or not undue obstacles to the travel of handicapped passengers exist and if so, to determine the appropriate action.
Retention and Disposal Standards: Schedules are presently being developed.
TBS Registration Number: 002154

NTA/P-PU-035 *Formerly identified as:* CTC/P-PU-035
Lord's Day Act Applications

This bank contains applications from motor vehicle carriers for the transportation of goods on Sundays; hearing notes and transcripts; decisions and orders pursuant to the *Lord's Day Act*. Since files are maintained by carrier name, an access request must specify the name of the carrier. This information relates to carriers who have made an application to transport goods on Sundays. This bank of information was compiled or obtained for the purpose of granting or denying authority for the transportation of goods on Sunday. (Please note that the Supreme Court of Canada has declared that the *Lord's Day Act* has no force and effect — April 24, 1985.) As this is a defunct function and no new records have been created since 1985, this bank is to be scheduled and disposed of.

Transportation Subsidies Branch

NTA/P-PU-038 *Formerly identified as:* CTC/P-PU-038
Atlantic Region Freight Assistance Subsidies
Description: This bank contains records of federal assistance to shippers in Atlantic Canada to lessen their transportation costs on movements of traffic, within a selected territory and from the selected territory to points in Canada west thereof, under the *Atlantic Region Freight Assistance Act*. The bank contains claims submitted by truckers, which include waybills and other supporting documents relative to such claims, and certificates of payment. Files contain personal information such as names, addresses, claim identifying numbers and financial information relating to the truckers' claims.
Class of Individuals: Truckers applying for assistance under the *Atlantic Region Freight Assistance Act* and Regulations.
Purpose: This bank is used to administer the program, establish the eligibility of claims and the certification of subsidies, as well as for accounting and statistical purposes.
Consistent Uses: To comply with requests from federal investigative bodies.
Retention and Disposal Standards: Records are destroyed seven years after payment.
PAC# = 70-030
Related to COR: NTA/TSB-116
TBS Registration Number: 001864

Administration

NTA/P-PU-040 *Formerly identified as:* CTC/P-PU-040
Access Requests
Description: This bank contains the access request forms sent by individuals requesting access to National Transportation Agency information or personal information pursuant to the *Access to Information Act* and the *Privacy Act*, the replies to such requests, and information related to their processing.
Class of Individuals: Individuals who have requested access pursuant to the *Access to Information Act* or *Privacy Act*.
Purpose: The purpose of this bank is to process access requests and report on the number of access requests received annually.
Retention and Disposal Standards: Files are retained for two years.
PAC# = 85-001
TBS Registration Number: 000322

NTA/P-PU-045 *Formerly identified as:* CTC/P-PU-045
Requests from Federal Investigative Bodies
Description: This bank contains requests for personal information made pursuant to paragraph 8(2)(*e*) of the *Privacy Act* by federal investigative bodies (named in Schedule II of the Act) for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. It also contains the replies to such requests, the

records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests.
Class of Individuals: Individuals about whom requests for personal information from federal investigative bodies have been received pursuant to paragraph 8(2)(*e*) of the *Privacy Act*.
Purpose: This bank is used to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(*e*) of the *Privacy Act* to federal investigative bodies for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation.
Retention and Disposal Standards: Records are retained for two years after last action.
PAC# = 78-001
TBS Registration Number: 001863

Classes of Personal Information

The general subject files of the National Transportation Agency contain a certain amount of personal information relating to routine correspondence and enquiries. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The purpose of this bank is to maintain information relating to general correspondence and enquiries concerning the various functions of the Agency. The retention period for this class of personal information is controlled by the records schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

PARTICULAR BANKS

NTA/P-PE-801
Occupational Safety and Health (New)
Description: This bank maintains records of railway employees who have either sustained injuries or occupational diseases while working on trains, or who have refused to work because of unsafe situations. Records comprise reports on occurrences of accidents and information reports pertaining to the employment injury. These reports contain names of railway employees who have been injured, type of injury, work place location and corrective action taken by the employer.
Class of Individuals: Employees working on operational trains whose health or safety may be in jeopardy, or who have refused to work because of unsafe situations.
Purpose: The purpose of this bank is to use the occurrence information for investigation, to improve the occupational safety and health practices, and to plan a detailed accident prevention program.
Retention and Disposal Standards: Schedules are presently being developed.
TBS Registration Number: 002155

STANDARD BANKS

The following banks are located at headquarters.

NTA/P-SE-901 *Formerly identified as:* CTC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000323

NTA/P-SE-902 *Formerly identified as:* CTC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000324

NTA/P-SE-903 *Formerly identified as:* CTC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000325

NTA/P-SE-904 *Formerly identified as:* CTC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000326

NTA/P-SE-905 *Formerly identified as:* CTC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000327

NTA/P-SE-906 *Formerly identified as:* CTC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000328

NTA/P-SE-907 *Formerly identified as:* CTC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000329

NTA/P-SE-908 *Formerly identified as:* CTC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000330

NTA/P-SE-909 *Formerly identified as:* CTC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000331

NTA/P-SE-910 *Formerly identified as:* CTC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000332

NTA/P-SE-911 *Formerly identified as:* CTC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000333

NTA/P-SE-912 *Formerly identified as:* CTC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000334

NTA/P-SE-913 *Formerly identified as:* CTC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000335

NTA/P-SE-914 *Formerly identified as:* CTC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000336

NTA/P-SE-915 *Formerly identified as:* CTC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000337

NTA/P-SE-916 *Formerly identified as:* CTC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000338

NTA/P-SE-917 *Formerly identified as:* CTC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000339

NTA/P-SE-918 *Formerly identified as:* CTC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000340

NTA/P-SE-919 *Formerly identified as:* CTC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000341

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

Chapter 82

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

Background

The Natural Sciences and Engineering Research Council (NSERC) is a departmental Crown corporation that was established on May 1, 1978. Its purpose is to promote and assist research in the natural sciences and engineering, and to advise the Minister of State for Science and Technology on matters relating to such research as the Minister may refer to the Council for its consideration. NSERC is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research. These grants and scholarships are intended primarily for university research and graduate students.

Access Procedures

Enquiries should be addressed to:

Access to Information and Privacy Co-ordinator
Natural Sciences and Engineering Research Council
4th Floor, 200 Kent Street
Ottawa, Ontario
K1A 1H5

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SER/P-PU-005
Individual Grants to University Researchers

This bank contains details on the post-secondary education, professional experience and research proposals as supplied by the applicant. An individual's file may contain evaluations by third parties, e.g., referee or committee assessments. Files contain the decision of the Council on grant applications and the financial and administrative data pertaining to each individual grant. The bank is maintained for the administration and awarding of the following types of grants: individual operating grants; equipment grants; project grants; travel grants; special grants; northern supplements; University-Industry Program, including PRAI (Project Research Applicable in Industry), and co-operative research grants; forestry development grants; and individual and equipment strategic grants. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, university affiliation, department and the type of grant applied for by the individual. The retention period for records in this bank is under review.

SER/P-PU-010
Group Grants to University Researchers

This bank contains details of post-secondary education and professional experience as supplied by individual researchers through the principal applicant for the grant concerned, referee and committee assessments, if any, Council's decision, and financial and administrative data. The bank is maintained for the administration and awarding of the following types of group grants: team operating grants; major equipment grants; northern supplements; project grants; collaborative special project (SCP) grants; infrastructure grants; major installation grants; research development grants; forestry development grants; group strategic grants; University-Industry Program including PRAI (Project Research Applicable in Industry) and co-operative research grants. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, university affiliation, department, type of group grant applied for, title of application, name of principal applicant and university affiliation. The retention period for records in this bank is under review.

SER/P-PU-015
Scholarships and Fellowships

This bank contains curricula vitae, personal information, referee reports in some cases, Council's decision, and financial and administrative data. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. The bank is maintained for the administration and awarding of the following types of awards: Undergraduate Summer Research Awards (university and industry); NSERC Postgraduate Scholarships; Science Librarianship and Documentation Scholarships; Meteorology and Atmospheric Sciences Fellowships; 1967 Science and Engineering Scholarships; NSERC Postdoctoral Fellowships; NATO Science Fellowships; University Research Fellowships; Industrial Research Fellowships; Industrial Postgraduate Scholarships; Visiting Fellowships in Canadian Government Laboratories. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, home address, social insurance number and the type of award applied for. The retention period for records in this bank is under review.

SER/P-PU-020
Awards to Senior University Researchers

This bank contains information pertaining to the administration and awarding of the following awards to university faculty: Senior Industrial Fellowships; E.W.R. Steacie Fellowships. The records contain curricula vitae of applicants, referee reports, Council's decision, and financial and administrative data. All information requested from applicants for NSERC awards is collected in order to review applications, administer awards and evaluate programs. Included in these uses are consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and statistical studies conducted by NSERC or other agencies on research funding in Canada. NSERC may also use this information in connection with appointments to its committees. Lists of awards made are published annually. Access procedures require name, university affiliation, department, type of award and year of nomination. The retention period for records in this bank is under review.

SER/P-PU-025
Membership of Council and Committees

This bank contains letters nominating individuals for service on Council and its committees, letters of invitation and letters of thanks.

The information is used to assist in the selection and appointment of members. The membership of Council and committees is made public. Persons requesting access should provide name, affiliation, name of committee and date of membership. The retention period for records in this bank is under review.

SER/P-PU-030
International Scientific Exchange Programs

This bank contains information used in the administration of the Bilateral Exchange Programs, International Scientific Exchange Awards, International Collaborative Research Grants and CIDA/NSERC Research Associateships. It contains personal data on the participants and may contain third-party comments. Lists of awards made are published annually. Access procedures require name, address and university. The retention period for records in this bank is under review.

SER/P-PU-035
Access Request Data Bank
Description: This bank contains the access request forms sent by individuals requesting access to NSERC records and to personal information, the replies to such requests, and information related to their processing.
Class of Individuals: Canadian citizens, landed immigrants, or other individuals authorized by Order-in-Council who have made requests under the *Access to Information Act* or the *Privacy Act*.
Purpose: The purpose of this bank is to administer requests made under the *Access to Information Act* and the *Privacy Act* and to report on the number of requests received.
Retention and Disposal Standards: Files are maintained for two years following the last administrative action.
PAC# = 78-001
TBS Registration Number: 001627

SER/P-PU-040
Grants for Scientific Publications (Books and Monographs)

This bank contains applications, Council's decision on grant applications, the financial and administrative data pertaining to each grant and may contain third-party evaluations. The bank is maintained for the administration and awarding of grants to publishers of scientific books or monographs. Lists of awards made are published annually. The retention period for records in this bank is under review.

SER/P-PU-045
Employment Applications

This bank contains information for reference on candidates available for employment at the Natural Sciences and Engineering Research Council when vacancies arise. Records contain letters, completed application forms, applicant resumes; it may contain comments of the interviewer, letters of reference and other application information on individuals who have applied for specific advertised openings or an appropriate future opening. Individuals wishing access should provide their full name, address and date of birth. Records are retained for two fiscal years and then destroyed.

SER/P-PU-050
Lists of External Referees

This electronic data processing bank contains names, affiliation and mailing addresses of individuals in Canada and abroad who are asked by the Council to review proposals for grants to individuals and groups. The information is used to select external referees for research proposals. Only a few of the fields of natural sciences and engineering are included in this bank. Persons requesting access should provide field of research, name and affiliation. The retention period for records in this bank is under review.

Classes of Personal Information

The general subject files of the Natural Sciences and Engineering Research Council contain a certain amount of personal information not arranged or retrievable by personal identifiers. Typically, this includes routine requests for information from the public or information about individuals (e.g., name, address, views or opinions) that is stored in subject files as a consequence of the dialogue between NSERC and the research community on program matters.

This kind of personal information is not used for any administrative purpose and is normally retrievable only if specifics are given concerning the date, subject and circumstances under which the information was provided. The retention period for this class of personal information is governed by schedules approved by the National Archivist for the various subject files in which it is stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Natural Sciences and Engineering Research Council (NSERC) and the National Research Council (NRC) share common personnel services. Most of the files on employees are kept at NSERC, except those on Official Languages which are kept at NRC (NRC/P-SE-906).

Enquiries concerning the Official Languages bank and other Standard Banks listed below should be addressed to:

Access to Information and Privacy Co-ordinator
Natural Sciences and Engineering Research Council
4th Floor, 200 Kent Street
Ottawa, Ontario
K1A 1H5

PARTICULAR BANKS

SER/P-PE-801
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 001628

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

STANDARD BANKS

SER/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001629

SER/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001630

SER/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001631

SER/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001632

SER/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001633

SER/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001634

SER/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001635

SER/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001636

SER/P-SE-909
Security Clearance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
*TBS Registration Number:*001637

SER/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001638

SER/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001639

SER/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001640

SER/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001641

SER/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001642

SER/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001643

SER/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001644

NORTHERN PIPELINE AGENCY

Chapter 83

NORTHERN PIPELINE AGENCY

Background

The Northern Pipeline Agency was established with the proclamation of the *Northern Pipeline Act* on April 13, 1978, for the purpose of overseeing the planning and construction of the Canadian portion of the Alaska Highway gas pipeline to provide access to the substantial Arctic natural gas reserves of both Canada and the United States.

Overall Responsibilities

The Agency's mandate is twofold: (i) it is required to facilitate the efficient and expeditious planning, construction and initial operation of the system in Canada by Foothills Pipe Lines (Yukon) Ltd. and five of its subsidiary companies; and (ii) it is required to ensure that the project is carried forward in a way that will yield the maximum economic energy and industrial benefits for Canadians, with the least possible social and environmental disruption.

In particular, the Agency is directed by the Act to take account of the local and regional interests of residents, especially native residents, in areas affected by the undertaking.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Comptroller
Northern Pipeline Agency
Station 210, Centennial Towers
200 Kent Street
Ottawa, Ontario
K1A 0E6
(613) 993-7466

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

NPA/P-PU-005
Application for Employment
Description: The bank maintains an inventory of applicants from the general public or the federal government for employment with the Northern Pipeline Agency. It includes applications for employment, curricula vitae, letters of reference and other personal information. Individuals are identified by name. The Office of the Commissioner is responsible for this personal bank.
Class of Individuals: Applicants for employment in the Agency.
Purpose: The bank is used to identify applicants, their skills and abilities, work histories, or education for possible future appointments to the Agency staff.
Consistent Uses: The bank is used in the staffing of Agency positions.
Retention and Disposal Standards: Records are retained in the bank for two calendar years (under review).
TBS Registration Number: 000737

NPA/P-PU-010
Service Contract Files
Description: The bank maintains information on individuals or firms engaged under contract. The files contain data referring to curricula vitae, rates charged for service, dollar values of contracts, terms of contracts and previous contracts.
Class of Individuals: Individuals performing services for the Agency either directly or through their firms.
Purpose: The bank was established to record information relating to individuals and firms providing services to the Agency under contract.
Consistent Uses: The bank is used to record information relating to persons and firms providing services to the Agency under contract and to control payments for such services.
Retention and Disposal Standards: The files in the bank are kept for six years following completion of the services.
PAC# = 78-001
TBS Registration Number: 000738

NPA/P-PU-015
Expenditure Records
Description: The bank contains documentation in support of expenses incurred by employees in the performance of their duties including authorization for expenditure, advances and claims.
Class of Individuals: Employees of the institution.
Purpose: The documentation in the bank is used to support payments to employees and is retained for the purposes of audit.
Consistent Uses: The bank is used in the administration and verification of expense claims of employees.
Retention and Disposal Standards: Information in the bank is retained covering the most recent six fiscal years of the employee, including the current fiscal year.
PAC# = 78-001
TBS Registration Number: 000739

NPA/P-PU-020
Access Request Data Bank
Description: The bank contains access request forms received from individuals requesting access to their files, the replies to such requests and information related to processing.
Class of Individuals: Employees, applicants for employment, and individuals providing services under contract.
Purpose: The bank provides information on access requests.
Consistent Uses: The bank records requests for access and provides information on periodic reports on requests.
Retention and Disposal Standards: Files are retained for two years (under review).
TBS Registration Number: 000740

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

PARTICULAR BANKS

NPA/P-PE-801
Contingency Payment Plan
Description: This bank contains the numbers and names of senior employees of the Northern Pipeline Agency who are entitled to a loss-of-office contingency payment.
Class of Individuals: Senior employees of the Agency.
Purpose: The bank was established to maintain a record of the entitlement of senior employees under the Contingency Plan.
Consistent Uses: The bank is used to record the entitlement of senior employees to a contingency payment.
Retention and Disposal Standards: Files are retained for two years following the fiscal year in which payment is made.
TBS Registration Number: 000741

STANDARD BANKS

NPA/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

NPA/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).

NPA/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

NPA/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).

NORTHWEST TERRITORIES WATER BOARD

Chapter 84

NORTHWEST TERRITORIES WATER BOARD

Background

The Northwest Territories Water Board was established under section 7 of the *Northern Inland Waters Act*, which was proclaimed on February 28, 1972. The Northern Inland Waters Regulations were promulgated on September 14, 1972. Two amendments to the Regulations have been made since; one on January 15, 1975, and the other on July 17, 1975.

The Board consists of not less than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development and is made up of at least one nominee of each department of the Government of Canada who, in the opinion of the Governor in Council, is most directly concernd with the management of the water resources in the Northwest Territories, and at least six persons named by the Commissioner in Council of the Northwest Territories. The Board held its founding meeting in Yellowknife, N.W.T. on April 18, 1972.

Overall Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act an application must be made to the Board and either an authorization or licence issued prior to the use of any waters or disposal of any waterborne waste. The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire or, in an emergency, for controlling or preventing a flood.

Access Procedures

Please direct all formal requests under the *Privacy Act* to:

Executive Secretary
Northwest Territories Water Board
Precambrian Building, 9th Floor
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
(403) 920-8191

PACIFIC PILOTAGE AUTHORITY

Chapter 85

PACIFIC PILOTAGE AUTHORITY

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor in Council and proclaimed in force February 1, 1972.

The *Pilotage Act* created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific are Crown corporations, responsible to Parliament through the Minister of Transport.

Pacific Pilotage Authority, Ltd. was incorporated pursuant to the *Pilotage Act* on February, 1972 as a Schedule "D" Crown corporation within the meaning and purpose of the *Financial Administration Act.*

The Pacific Pilotage Authority, Ltd. is in general governed by the following: *Canada Shipping Act; Pilotage Act;* General Pilotage Regulations; Pacific Pilotage Regulations; Authority by-laws.

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer in the interest of safety, an efficient and economical pilotage service within its geographical boundaries; that being all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Pacific Pilotage Authority, Ltd. consists of a chairman, and six members appointed by the Governor in Council.

The Authority's head office is located in Vancouver, British Columbia. All management services — administrative, personnel, financial, contracts, purchasing, etc. — are provided by the Vancouver office.

Access Procedures

Please direct enquiries to:

Chief Financial Officer
Pacific Pilotage Authority, Ltd.
Suite 300
1199 Hastings Street West
Vancouver, British Columbia
V6E 4G9

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

PPA/P-PU-005
Service Contracts

The files maintain information on awarded contracts and tenders leading towards contracts; listing of suppliers providing specific services; documentation leading towards contracts — selections made; and signed contracts between the Authority and successful suppliers. They can be accessed by providing contract number and description of service. The information relates to general suppliers of desired services. The information was obtained for the purpose of recording reference data, past performance, historical experience, etc. to solicit or obtain services for major specific supplies and services or common requirements. Consistent uses are the procurement or purchase of supplies and services as the need arises at contract-out levels. Records are retained for 10 years.

PPA/P-PU-010
Procurement

This bank contains purchase regulations and signing authority; quotations on supplies and services obtained; and a purchase register. It can be accessed through purchase order number and description of service, and name and address of supplier. The information relates to general merchants of required supplies and services. The information was obtained for the purpose of recording reference data such as specifications, past purchase experience and other details about individual suppliers of goods and services. Consistent uses are the purchase of supplies and services at common and routine levels. Records are retained for five years.

PPA/P-PU-015
Accounts Receivable Files

This bank contains records of invoicing and payments received; details on outstanding accounts; accounts receivable statements; aged receivable listings; and collection on slow or bad accounts. Access to this bank can be obtained through name, address, date, number and details of invoice. This information relates to general agents and ship owners using the pilotage services. The information was obtained for reference on monies received and outstanding accounts. Consistent uses are for receivable records on services provided to the shipping industry. Records are retained for three years.

PPA/P-PU-020
Accounts Payable Files

This bank contains a record of payments, and financial details thereof; and account numbers of individuals or firms involved in supply of goods and services. File is alphabetical by name of firm or individual. Voucher and payments are maintained in hard copy and in date sequence. Documents from the current and past year are in hard copy. Information from the previous year is on microfilm. Access to this bank is obtained by providing the name of the supplier, account number, date, and identification of goods supplied. This information relates to general firms or individual suppliers of received services and goods. The information was obtained for reference and payment purposes. Consistent uses are for payment records of goods and services received. Records are retained for three years.

PPA/P-PU-025
Application for Employment File

This bank contains a hard copy file of resumes of applicants having the special marine or boat crew skills and training required for the operational functioning of the Authority. Applications meeting the operational skills are retained for two years. Access to this file requires name, address and date of application. This information relates to prospective qualified applicants for employment. The information was obtained to record names of qualified applicants to fill open positions as the need arises. Consistent uses are for copies of applications for employment. Records are retained two years.

PPA/P-PU-030
Register of Pilots

This bank contains a record in book form called the Pilot's Establishment Book, consisting of an alphabetical list and documentation of information, physical characteristics, licences, and certificates as well as the individual's accident or incident reports. Individuals have access to their own files in this bank by providing name and pilot number. This information relates to approximately 95 professional marine pilots on contract. It was obtained as required under the *Pilotage Act*. It provides a general record of each individual pilot on contract containing name, address, age, medical record, physical characteristics, licences, certificates, qualifications and record of accidents and incidents. Consistent uses are for personal and experience references. Records are retained for an indefinite period.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to

Secretary
Pacific Pilotage Authority
Suite 300
1199 Hastings Street West
Vancouver, British Columbia
V6E 4G9
(604) 666-6771

PARTICULAR BANKS

The following banks are located at Headquarters.

PPA/P-PE-801
Register of Employee Pilots

This bank is alphabetically filed in the Pilots Establishment Book, consisting of an alphabetical list and documentation of physical characteristics, licences, and certificates, as well as the individual's accident or incident reports. Individuals have access to their own files in this bank by providing name and pilot's number. The information relates to pilots employed by the Authority. The information was obtained as required under the *Pilotage Act*. It is a general record on each individual employee pilot including name, address, age, medical record, physical characteristics, licences, certificates, qualifications and record of accidents and incidents. Consistent uses are for personal and experience references. Records are retained for an indefinite period.

PPA/P-PE-802
Employee Personnel Record
This bank provides a summary record of an individual's employment with the Authority. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within the Authority are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. This bank relates to employees of the Authority. Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. Information in this bank is retained by the Authority for the duration of employment plus one year, and is then microfiched. Records of individuals are kept permanently by the Authority.

STANDARD BANKS

PPA/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# — 85-001
TBS Registration Number: 000735

PPA/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# — 85-001
TBS Registration Number: 000736

PENSION APPEALS BOARD

Chapter 86

PENSION APPEALS BOARD

Background

The Tribunal was constituted by the Parliament of Canada, pursuant to an agreement with the Government of Quebec, whereby it is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue and the Minister of National Health and Welfare under the *Canada Pension Plan*, and from decisions of the Minister of Revenue of Quebec and, in some circumstances, from decisions of *La Commission des affaires sociales* under the *Quebec Pension Plan*.

Most of the decisions of the Board, with respect to the *Canada Pension Plan* or the *Quebec Pension Plan*, are available to the public from the Commerce Clearing House (CCH) *Canadian Employment Benefits and Pension Guide Reports*, Transfer Binder, from 1968 to 1985 (pp. 5953-6714) and in Volume II (pages 5953 and following).

Both the document mentioned above and the decisions of the Board are held by the departments involved. Any enquiries should be directed to them.

Access Procedures

The Privacy Co-ordinator for the Pension Appeals Board is:

The Registrar
Pension Appeals Board
P.O. Box 8567, Postal Terminal
Ottawa, Ontario
K1G 3H9
(613) 995-0612

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

PAB/P-PU-005
Appeals

The purpose of this bank is to record the proceedings before the Pension Appeals Board. A completed file normally contains the notice of appeal, the reply to the notice of appeal, the notice of intervention (if applicable), copies of correspondence and documents submitted by the parties involved in the appeal, and copies of decisions related to the appeal.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For information about the following bank, please contact Personnel Operations Unit 1 at the address mentioned below.

PARTICULAR BANKS

PAB/P-PE-801
Employee Records

Any pertinent information concerning PAB employee personal records should be directed to Personnel Operations Unit 1, National Capital Region, Personnel Administration, Health and Welfare Canada, Jeanne Mance Building, Tunney's Pasture, Ottawa, Ontario K1A 0L4.

OFFICE OF PRIVATIZATION AND REGULATORY AFFAIRS

Chapter 87

OFFICE OF PRIVATIZATION AND REGULATORY AFFAIRS

Background

The Office of Privatization and Regulatory Affairs (PRA) was established in August 1986, as part of the government's program of economic renewal and better management.

Overall Responsibilities

The Office of Privatization and Regulatory Affairs has two main objectives: the divestiture of selected Crown corporations and the improved management of the regulatory process.

Access Procedures

Please address any enquiries to:

Privacy Co-ordinator
Office of Privatization and Regulatory Affairs
Heritage Place
155 Queen Street, 6th Floor
Ottawa, Ontario
K1A 1J2
(613) 957-4375

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

PRA/P-PU-005
Access Requests (New)

This bank contains requests submitted by individuals under the *Access to Information Act* to access records under the control of the Office of Privatization and Regulatory Affairs, the replies to such requests, and any other information relevant to the processing of the requests. The information relates to individuals requesting access to certain documents or files of the Office of Privatization and Regulatory Affairs. This bank was compiled to maintain records of requests for access to information and to facilitate processing of such requests. The information is used to process requests, and for statistical purposes. Records are retained for a period of three years after last administrative action has been taken, after which they are destroyed.
PAC# — 86-001

PRA/P-PU-015
Applications for Employment (New)

This bank maintains an inventory of applications from individuals requesting employment with the Office of Privatization and Regulatory Affairs. The bank is used to review applications of individuals requesting employment with the Office of Privatization and Regulatory Affairs when positions become available. Records are retained for two years, and then destroyed.
PAC# — 86-001

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

PARTICULAR BANKS

PRA/P-PE-801
Employee Information (New)

This bank contains information relating to appraisals, leave, personal history of employees and training. The information applies to current indeterminate and term employees of the Office of Privatization and Regulatory Affairs. This information was compiled to maintain personal information on current employees for the purpose of personnel administration. Information on current employees is retained for the period of employment. For past employees, information is retained for six months.

PRA/P-PE-802
Personal Service Contracts (New)

This bank contains information regarding contracts placed, types of services rendered, lengths of contracts and amounts of money expended. It also contains the contracts and supporting documents. This information relates to individuals hired under personal service contracts by the Office of Privatization and Regulatory Affairs. The purpose of this bank is to provide data on the number of contracts placed, types of contracts rendered, lengths of contracts and amounts of money expended. This bank is used for internal reference. Records are retained for a period of six fiscal years, after which they are destroyed.
PAC# — 86-001

PRIVY COUNCIL OFFICE

Chapter 88

PRIVY COUNCIL OFFICE

Background

The Privy Council Office provides for the operation and support of the central decision-making mechanism of the Government of Canada.

Access Procedures

Enquiries and requests for access should be addressed to:

Privacy Co-ordinator
Privy Council Office
Blackburn Building
85 Sparks Street, Room 409
Ottawa, Ontario
K1A 0A3
(613) 957-5210

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

PCO/P-PU-005
Security and Intelligence Information Files

This bank contains documentary information concerning security-related investigations or reports on individuals identified as potential risks to national security and who have been brought to the attention of the PCO by a governmental investigative agency or another department. Information in this bank relates to public servants, former public servants, candidates for the public service (95%) and a small number of persons whose activities have been brought to the attention of the PCO (5%). The information has been compiled to inform the PCO of national security concerns relating to these individuals. Most of the information was collected by CSIS or the former RCMP Security Services. This information is retained indefinitely.

PCO/P-PU-010
Petitions and Submissions

This bank contains petitions or submissions made to the Governor in Council. The petitions can be pursuant to legislative requirements or arising from personal concerns of individual citizens. The petitions can also be sent to the Privy Council, Cabinet, the Prime Minister and the Clerk of the Privy Council. The legislative provisions include such statutes as the *Criminal Code*, the *Criminal Records Act*, the *Judges Act*, the *Immigration Act*, the *National Defence Act*, the *Broadcasting Act*, and the *National Transportation Act*. Individuals can be members of the general public, members of the Armed Forces, judges, or inmates of penitentiaries. In other words, no class of individual is particularly involved. Every citizen of Canada has the right to petition the Crown concerning any matter. In addition, certain statutes provide a right to petition the Governor in Council. This material is not collected or obtained by the PCO but is sent to the PCO. No form or format is required. The petition or submission is reviewed and an opinion as to the validity of the claim is provided to the Governor in Council. No use is made of the material other than that specifically related to the claim of the petitioner or applicant. Records are retained for an indefinite period.

PCO/P-PU-015
Professional Service Contract Files

This bank includes business and individual professional service contract files for the Prime Minister's Office, the President of the Privy Council, the Office of the Leader of the Government in the Senate, the Privy Council Office and the Federal-Provincial Relations Office. It contains management recommendations, an outline of service, biographic information and formal signed contracts. The main use of the bank is to report on status and commitment values and audit of payment. Consistent use is for the preparation of statistical information for response to parliamentary questions. Records are retained indefinitely.

PCO/P-PU-020
Governor in Council Personnel Records

This bank contains manual and computerized personnel information on current, former and possible incumbents of positions occupied by individuals appointed by the Governor in Council. Records include appointment information, appraisals, classification level, correspondence and memoranda, education and employment history, pay, insurance and superannuation data, selection documents, succession plans and career planning information. The bank is used primarily for administrative purposes with regard to Governor in Council appointments. Information in this bank relates to Governor in Council appointees and potential candidates for Governor in Council positions. The information is compiled to support the requirements of the Senior Personnel Secretariat in its role with respect to the identification of candidates, manpower planning, career development, performance appraisals, salary revisions and maintenance of information on Governor in Council appointments. Records are retained for an indefinite period.

PCO/P-PU-030
Standards of Conduct Compliance Records

This bank consists of material related to compliance with the government's policy on conflict of interest and other standards of conduct by holders of public office including ministers, parliamentary secretaries, ministerial exempt staff, Governor in Council appointees, public servants and other persons hired or appointed by the government. The consistent uses of these records are for determining precedents with respect to compliance with the Conflict of Interest and Post-Employment Code and for considering amendments to existing policies. Records are retained for an indefinite period.

PCO/P-PU-035
Access Request Data Bank
Description: This bank contains the Personal Information Request forms sent by individuals requesting access to their records, the replies to such requests and information relating to their processing. It is used for processing requests only, and to prepare statistical reports (quarterly and annually) on the number of requests received and processed.
Class of Individuals: Members of the public or government employees who make requests for personal information about themselves, under the provisions of the *Privacy Act*.
Purpose: To administer the *Privacy Act*, which grants individuals a right of access to personal information about themselves and to compile statistical tables for the Treasury Board Secretariat.
Retention and Disposal Standards: Records are kept for 2 years.
TBS Registration Number: 001737

Classes of Personal Information

In the course of conducting the programs and activities of the Privy Council Office, categories of personal information may be accumulated which are not contained in the specific personal information banks described in the entry. Such personal information includes opinions from the general public concerning various issues being dealt with by parliamentary committees. This form of information is normally retrievable only if specifics are provided concerning the date and subject matter. The retention period for these classes of personal information is determined by the duration of the general subject files in which they are kept.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Privy Council Office, the Prime Minister's Office, the Office of the President of the Privy Council, the Office of the Leader of the Government in the Senate, and the Federal-Provincial Relations Office are grouped together in the employee information banks section as they share common personnel and administrative services.

Please forward all requests for formal access to the address given under Access Procedures.

PARTICULAR BANKS

The following bank is located at headquarters.

PCO/P-PE-801
Security Clearances and Assessments Bank

This bank contains the security clearance records of employees, candidates for employment and employment agency personnel employed in the Prime Minister's Office, the Deputy Prime Minister's Office, the Privy Council Office, the Federal-Provincial Relations Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council, the Office of the Leader of the Government in the Senate, the Canadian Intergovernmental Conference Secretariat, Government House, the Canadian Human Rights Commission, the Security Intelligence Review Committee, Elections Canada. The bank also contains security clearance records or security assessments for certain Order- in-Council appointments or candidates for appointment. Security clearance records include personal histories, fingerprint forms and records of criminal convictions (if any), records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and the issuance of identification cards. A notation of level of clearance may be included with the official personnel record. The bank contains records on employees or candidates for employment, as well as certain Order-in-Council appointees or candidates for appointment, of the above institutions or bodies. The prupose of this bank is to record information pertinent to the determination of an employee's security clearance level and to provide security assessments on certain Order-in-Council appointees or candidates for appointment. This bank is used to assist in decisions on transfers, promotions and appointments and to issue identification cards and building passes. Records related to the issuance of identification cards are retained for six months after the card expires. Records related to the security clearance or assessment process are kept for a minimum of three years after termination of employment or appointment and all are destroyed after five years.

STANDARD BANKS

The following banks are located at headquarters.

PCO/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001722

PCO/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001723

PCO/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001724

PCO/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001725

PCO/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001726

PCO/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001727

PCO/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001736

PCO/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001733

PCO/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001728

PCO/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001729

PCO/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001730

PCO/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001731

PCO/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001732

PCO/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001734

PCO/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001735

Deleted Personal Information Banks

The records of the following bank have been incorporated into PCO/P-PE-801:

PCO/P-PU-025	Security Clearance Investigation Bank

PUBLIC SERVICE COMMISSION

Chapter 89

PUBLIC SERVICE COMMISSION

Background

The Public Service Commission (PSC) is a politically independent agency accountable to Parliament for the administration of the *Public Service Employment Act* (PSEA).

The jurisdictional powers of the PSC rest with three commissioners — one chairman and two members. They are appointed by the Governor in Council for a 10 year term and have the status of deputy head. Together, the commissioners set the overall policy in accordance with the *Public Service Employment Act*. A majority of the commissioners constitutes a quorum. The chairman is chief executive officer.

The PSC, as it is known today, evolved gradually from the Civil Service Commission (CSC), which was established in 1908 under the *Civil Service Amendment Act*. This Act introduced the principle of merit as established by competition. However, it did not apply to positions outside of Ottawa. The *Civil Service Act* of 1918 placed the entire Service under the CSC. The *Civil Service Act* of 1962 preserved the independence of the Civil Service Commission and maintained the fundamental principles of the merit system.

The *Public Service Employment Act* of 1967 reaffirmed the merit principle and changed the name of the Civil Service Commission to the Public Service Commission. The PSC's main task became staffing, and the Commission was allowed to delegate staffing authority and power to departments. The PSC retained full responsibility for administering the appeals system. The Commission's responsibility for pay, classification and conditions of employment were transferred to the Treasury Board of Canada.

Overall Responsibilities

The primary responsibility of the Public Service Commission today is to ensure that the merit principle, as determined by the Commission, is upheld in public service staffing operations. This is accomplished through

- the appointment or provision for the appointment of qualified persons to or from within the public service;
- the development and administration of processes and standards for selection of candidates for positions in the public service;
- the operation of an appeals system for appointments and demotions or releases for incompetency or incapacity; and
- the conduct of audits to evaluate the manner in which staffing authority has been exercised.

PSEA also provides for the Public Service Commission to

- promote the participation of women, francophones, native people and other under-represented groups in the public service;
- ensure that physically and mentally disabled persons are given effective equality of opportunity to compete for positions in the public service;
- provide professional leadership in facilitating, stimulating and operating programs of development and training, including language training and services, to bring about improvements in the skills and qualifications of public service employees;
- maintain an effective appeals mechanism for employees of the public service in respect of appointments, releases and demotions;
- investigate complaints of inequity and unfairness in employment under PSEA; and
- make decisions on allegations of political partisanship.

Members of the public seeking information about various PSC programs, services and policies are encouraged to telephone the Information Centre at (613) 996-5010. The Centre is located in Ottawa at 300 Laurier Avenue West (West Tower, L'Esplanade Laurier).

Access Procedures

Formal requests under the *Privacy Act* should be forwarded to:

Head, Access to Information and Privacy section
Public Service Commission
L'Esplanade Laurier, West Tower
Ottawa, Ontario
K1A 0M7
(613) 992-9025

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Appeals and Investigations Branch

PSC/P-PU-005
Case Files, Anti-Discrimination
Description: This bank contains reports, interview notes, memoranda and letters, allegations and affidavits. All cases predate April 4, 1985 when the PSC's anti-discrimination mandate was terminated.
Class of Individuals: Non-public servants involved in allegations of discrimination made to the Anti-discrimination Directorate.
Purpose: This bank exists in accordance with Section 12(2) of the *Public Service Employment Act* to provide information in any investigation of alleged discrimination in the public service.
Consistent Uses: The bank is used to record and consolidate all information gathered during an investigation of alleged discrimination in view of determining the validity of the allegations and making recommendations, if warranted.
Retention and Disposal Standards: Records are retained for five years after completion of an investigation and then destroyed.
PAC# = 85-016
Related to COR: PSC/AIB-015
TBS Registration Number: 001420

PSC/P-PU-010
Investigations Directorate Files
Description: This bank contains excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings and formal investigation reports. It also contains information dealing with conciliation actions undertaken with departments, employees, representatives or complainants.
Class of Individuals: Non-public servants who have filed a complaint related to the application of the *Public Service Employment Act* and its Regulations with the Investigations Directorate and persons involved in the complaint.
Purpose: This bank exists in accordance with Section 7 of the *Public Service Employment Act* and the Order-in-Council P. C. 1986-2350 to record information with respect to investigations related to the application of the *Public Service Employment Act* and its Regulations as well as to the preparation of background

documentation in support of a recommendation to establish a board of inquiry.
Consistent Uses: The information is used so that allegations may be examined, recommendations made and corrective action taken if warranted.
Retention and Disposal Standards: Records are retained for five years after completion of an investigation and then destroyed.
PAC# = 85-016
Related to COR: PSC/AIB-010
TBS Registration Number: 001421

Staffing Programs

PSC/P-PU-015

Applicant Inventory

Description: This bank contains applications/curricula vitae and screening selection information. The bank also contains records of applicants for the Co-operative Education Program, the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and Option — the Non-Traditional Occupations Program for Women.
Class of Individuals: Non-public servants who have applied for a position in the public service through the Applicant Inventory.
Purpose: This bank exists in accordance with subparagraph 5*(a)* (ii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment to the Public Service of Canada in the administrative support, administrative and foreign services, professional and scientific, and technical categories excluding the SM/EX groups.
Consistent Uses: This bank is used to identify applicants suitable for referral and appointments to positions in the public service. This information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.
Retention and Disposal Standards: Records are maintained for two years after being removed from the inventory after which they are destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001422

PSC/P-PU-020

Applicant Inventory Referral Files

Description: This bank contains general personal data, referral forms, reference checks and referral results.
Class of Individuals: Non-public servants referred by the PSC to departments and agencies.
Purpose: This bank exists to record referrals by the PSC to departments and agencies.
Consistent Uses: The bank is used to provide information on employees referred by the PSC. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001423

PSC/P-PU-025

PSC Occupational Test Results

Description: This bank contains examination answer sheets and statements of marks for persons who, for selection or other purposes, have taken PSC tests.
Class of Individuals: Non-public servants who have taken tests specifically developed and administered by the PSC.
Purpose: This bank exists in accordance with section 16(1) of the *Public Service Employment Act* and section 14(1) of the Public Service Employment Regulations to record information on tests conducted for purposes of selection, such as competitions.
Consistent Uses: The bank is used to record and provide information to departments on the results of tests administered by PSC and various departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. For research purposes the information may also be linked to other PSC information banks.
Retention and Disposal Standards: Hard copy files are kept for five years and destroyed. Files which originated in 1981 and 1982 will be retained until December 31, 1988. Candidate test results are kept on computerized files for two years after they are superseded or become obsolete.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001424

PSC/P-PU-030

Second Language Evaluation (SLE) Test Results

Description: This bank contains basic personal information, second language evaluation results, the Oral Interaction Test cassettes of candidates tested by a Personnel Psychology Centre (PPC) assessor/monitor, and administrative data. Individuals completing a Personal Information Request Form are required to quote their social insurance number.
Class of Individuals: Non-public servants who have taken the Second Language Evaluation or Language Knowledge Examination: Reading Test, Writing Test, or Writing Test for Exemption, or those who have been tested in oral interaction by a PPC assessor/monitor.
Purpose: This bank exists in accordance with sections 16 and 20 of the *Public Service Employment Act* to record Second Language Evaluation (SLE) and Language Knowledge Examination (LKE) scores and language assessment results for the purpose of appointment.
Consistent Uses: The bank is used to provide information on second language evaluation assessment and information for general personnel management, research and statistical purposes. For research purposes the information may also be linked to other banks. The bank is also used to feed the SLE database at the Personnel Applications Centre (PAC) SSC. Only the individual's SIN and test results are forwarded to PAC. That information is then available on-line to all government departments having appropriate terminals, and by telephone enquiry.
Retention and Disposal Standards: Computerized records are retained for two years after they are superseded or have become obsolete. Hard copy files are retained for five years. Oral Interaction Tests on cassettes are retained for two years unless the candidate agrees to their earlier disposal. Records are then destroyed. Note: The SLE database replaced the LKE database effective January 21, 1985, so the most recent test results have been transferred. The LKE computer database will be maintained as a dormant file until January 21, 1995 and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-045
TBS Registration Number: 001425

PSC/P-PU-035

Second Language Assessment

Description: This bank contains the appropriate second language assessment request and record of results form, basic personal data, oral interviews recorded on cassettes, assessments, reports and results.
Class of Individuals: Non-public servants who were assessed by the Language Assessment Services Section of the Public Service Commission for second language proficiency.
Purpose: This bank exists in accordance with sections 16 and 20 of the *Public Service Employment Act* to assess the second language proficiency of candidates and, in accordance with PSC-TBS

agreement on testing, for bilingualism bonus or for certain types of language training.
Consistent Uses: This bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service and for other uses as set out in the PSC-TBS agreement on the subject of language testing.
Retention and Disposal Standards: Records are retained for three years and then destroyed. Interviews on cassette are retained for two years unless the candidate agrees to their earlier disposal.
PAC# = 85-016
Related to COR: PSC/SPB-045
TBS Registration Number: 001426

PSC/P-PU-040

Personnel Selection Files

Description: This bank contains requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference, eligibility lists, all other documents used in establishing candidates' order of merit, and results and notification of appointment. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers.
Class of Individuals: Non-public servants who are being considered for appointment through a process of personnel selection administered by the Staffing Programs Branch.
Purpose: This bank exists in accordance with section 10 of the *Public Service Employment Act* to record and provide information related to any process of personnel selection by competition or without competition administered by the Staffing Programs Branch of the Public Service Commission.
Consistent Uses: This bank is used to staff positions and to provide the necessary information to participants in selection actions on request and in accordance with the PSC policy on "Discipline of Information Following a Selection Action", to explain the reasons for the selection decision and to provide related documentation for PSC Investigations as a result of the selection processes. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.
Retention and Disposal Standards: Records are retained for two years after the eligibility list expires or two years after it has been used for administrative purposes and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001427

PSC/P-PU-045

Language Review Committee Files

Description: This bank contains requests for review, candidates' written consent, language knowledge exam (LKE) results prior to 15 October 1984, assessment officer's report, related letters or memos, and decisions of the committee.
Class of Individuals: Non-public servants whose cases have been submitted to the Language Review Committee.
Purpose: This bank exists in accordance with section 20 of the *Public Service Employment Act* to record information on persons whose cases were submitted to the Language Review Committee prior to 15 October1984.
Consistent Uses: The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to 15 October 1984 for candidates and persons seeking appointment to the public service as well as to reach a decision on each case.
Retention and Disposal Standards: Records are retained for 10 years and destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-045
TBS Registration Number: 001428

PSC/P-PU-050

Career Assignment Program (CAP) Participant Files

Description: This bank contains basic personal information: nomination forms, reasons for nomination, curricula vitae, career plan, appraisal information and correspondence related to CAP participation.
Class of Individuals: Non-public servants who are currently enrolled or have participated in CAP.
Purpose: This bank exists in accordance with sections 10 and 16(1) of the *Public Service Employment Act* to maintain an historical record of all persons who have participated in the Career Assignment Program.
Consistent Uses: This bank is used to provide statistical information on CAP participants, selection review board summaries and results, language knowledge examination results, course participation data for human resource planning, staffing and general personnel management purposes.
Retention and Disposal Standards: Selected information is computerized and retained for statistical purposes for 20 years. All records are retained in hard copy until five years after termination of CAP participation. Selected files are retained by National Archives of Canada after that time and the others are destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-070
TBS Registration Number: 001429

PSC/P-PU-055

Career Assignment Program (CAP) Assessment File

Description: This bank contains memoranda and letters; curricula vitae and assessment results.
Class of Individuals: Non-public servants who have been assessed by the CAP Assessment Centre.
Purpose: This bank exists in accordance with sections 10 and 16(1) of the *Public Service Employment Act* to record and provide information relating to the assessment of Career Assignment Program candidates.
Consistent Uses: This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program so that meritorious selections for the program may be made. It is also used for human resources planning and analysis.
Retention and Disposal Standards: Records are retained for 30 years after the assessment and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-070
TBS Registration Number: 001430

PSC/P-PU-060

Career Assignment Program (CAP) Nominee Data

Description: This bank contains basic personal information in one or more of three formats: nominee cards (discontinued in 1984), nominee files and Selection Board files. Information includes nomination forms, reasons for nomination, curricula vitae, general career plans, appraisal information, selection review board summaries and results, language knowledge examination results, and general correspondance related to CAP nominations.
Class of Individuals: Non-public servants who have been nominated for CAP.
Purpose: This bank exists in accordance with sections 10 and 16(1) of the *Public Service Employment Act* to record and provide information relating to initial and final nominations to CAP and, in the case of final nominations, to record and present information for review and decision by Selection Board members regarding acceptance to the Program.
Consistent Uses: This bank is used to record and provide information on CAP nominees to the initial (Assessment Centre) and final (Selection Board) selection phase for statistical, administrative, and counselling purposes. Selection Board files are expanded nominee files

providing information to Board members for decisions regarding admission to the Program.
Retention and Disposal Standards: Hard copy records of employees who do not proceed beyond the selection phase are retained for three years after which they are destroyed. (Note: Selection Board files of accepted candidates are transferred to the participant files bank.) Selected information on all candidates is computerized and retained for statistical purposes for 20 years.
PAC# = 85-016
Related to COR: PSC/SPB-070
TBS Registration Number: 001703

PSC/P-PU-067
Business/Government Executive Exchange
Description: This bank contains nomination and biographical information, performance review and employee appraisals, agreements, job descriptions, interview notes, curricula vitae, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants.
Class of Individuals: Executives from business and industry who have been nominated, are currently on or have completed an assignment in federal departments or agencies.
Purpose: This bank exists to maintain an inventory of executives from business and industry who have been nominated for possible participation in the program and to keep historical records of all persons who have participated.
Consistent Uses: The information is used to assess candidates and to refer them for possible assignment opportunities in federal departments and agencies.
Retention and Disposal Standards: Records are retained for two years after the termination of an assignment, and are then destroyed. Information on candidates who did not participate in the Program is retained for two years and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-081
TBS Registration Number: 001904

PSC/P-PU-068
Inventory of Applicants for Interchange Canada
Description: This bank contains curricula vitae, letters of acknowledgement, interview notes, records of instances of consideration, notations of referrals, notes to file, telexes, performance reviews and employee appraisals. Some information exists in computerized form.
Class of Individuals: Non-public servants applying for positions in Interchange Canada.
Purpose: This bank exists, in accordance with section 5(*a*)(ii) of the Public Service Employment Regulations, to maintain an inventory of candidates seeking Interchange Canada assignments.
Consistent Uses: This bank is used to identify candidates who are seeking Interchange Canada assignments.
Retention and Disposal Standards: Records are retained for two years after being declared inactive, and then destroyed, except for those candidates who become participants. Information regarding these participants is transferred to the Interchange Canada Participants files.
PAC# = 85-016
Related to COR: PSC/SPB-075
TBS Registration Number: 001894

PSC/P-PU-069
Interchange Canada Participant Files
Description: This bank contains curricula vitae, performance review and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form.
Class of Individuals: Non-public servants who are about to be given, are currently on, or have completed, an assignment.
Purpose: This bank exists to maintain historical records of all persons who have participated in the program.
Consistent Uses: This bank is used for the general management of the assignments.
Retention and Disposal Standards: Records are retained for two years after termination of participation, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-075
TBS Registration Number: 001895

PSC/P-PU-073
International Assignment Participant Files
Description: This bank contains curricula vitae, performance review and employee appraisals, agreements, applications, vacancy notices, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form.
Class of Individuals: Non-public servants who are about to be given, are currently on, or have completed, an assignment.
Purpose: This bank exists to maintain historical records of all persons who have participated in the program. Some information exists in computerized form.
Consistent Uses: This bank is used for the general management of the assignments.
Retention and Disposal Standards: Records are retained for two years after termination of participation, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-080
TBS Registration Number: 001896

PSC/P-PU-074
Inventory of Applicants for International Assignments
Description: This bank contains curricula vitae, applications, correspondence interview notes, record of instances of consideration, notations of referrals, notes to file, telexes and performance review and employee appraisals. Some information exists in computerized form.
Class of Individuals: Non-public servants applying for positions in international organizations.
Purpose: This bank exists to provide an inventory of candidates seeking positions with international organizations.
Consistent Uses: This bank is used to identify candidates for vacancies in international organizations.
Retention and Disposal Standards: Records are retained for two years after being declared inactive, and then destroyed, except those candidates who become participants. The information on these records is transferred to the International Participants files.
PAC# = 85-016
Related to COR: PSC/SPB-080
TBS Registration Number: 001897

PSC/P-PU-085
Management Resources Information System (MRIS)
Description: This bank contains basic personal data skills and work history, professional qualifications, applications, letters of acknowledgement, notations of referrals, notes to file, telexes, curricula vitae, career aspirations, managerial experience, and employee appraisals
Class of Individuals: Non-public servants applying for positions in the Management Category as well as non-public servants participating or seeking participation on Interchange Canada or International Assignments.
Purpose: This bank exists to enable the Public Service Commission to fulfill its powers as stated in section 5 of the *Public Service Employment Act*, and Regulations, ie., to maintain an inventory of candidates for eligible classifications as determined by the PSC.

Consistent Uses: This bank is used to provide information for the purposes of staffing; human resources planning; statistics, analysis and evaluations.
Retention and Disposal Standards: Information on MRIS applicants who are not accepted is retained for two years after being declared inactive. Applicants who are accepted should refer to personal information bank PSC/P-CE- 734 for the retention period.
PAC# = 85-016
Related to COR: PSC/SPB-065
TBS Registration Number: 001436

PSC/P-PU-090
Management Category Competition Files
Description: This bank contains security clearance rating, language examination results, memoranda to the Commission (Board Report); letter of offer, letter of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information form, job description, Request for Non-delegated Staffing, job profile, statement of qualifications, application forms, and record of persons considered for the position. Persons completing a Personal Information Request Form are requested to give the pertinent competition number.
Class of Individuals: Non-public servants who are included in a Management Category competition administered by the PSC.
Purpose: This bank exists in accordance with section 10 of the *Public Service Employment Act* to record and provide information relating to Management Category competitions administered by the Public Service Commission.
Consistent Uses: This bank is used to provide information relating to Management Category appointments made by the PSC. On request, information may be disclosed to a participant in a selection action to explain the reasons for the selection decision in accordance with the PSC policy on "Disclosure of Information Following a Selection Action".
Retention and Disposal Standards: Records are retained for three years after the eligibility list expires, then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-065
TBS Registration Number: 001437

Training Programs Branch

PSC/P-PU-095
Course Registration and Information System
Description: This bank contains basic personal data and related course administrative data. Persons completing a Personal Information Request Form are required to quote the pertinent Training Programs Branch course numbers.
Class of Individuals: Non-public servants who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch.
Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to establish and maintain records of all employees who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch.
Consistent Uses: This bank is used to provide information required to administer professional and management training courses operated by the PSC.
Retention and Disposal Standards: Records are retained for five years after completion of training and development activity, then destroyed.
PAC# = 85-016
Related to COR: PSC/TPB-100
TBS Registration Number: 001438

PSC/P-PU-100
Orientation Interview Reports
Description: This bank contains basic personal data, test results, cognitive styles, data on previous and present knowledge of language to be learned and interview notes.
Class of Individuals: Non-public servants who apply for language training and who have gone through the guidance process in anticipation of a non-imperative staffing action or of an enrollment for basic language training.
Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to record information on preliminary interviews for language training.
Consistent Uses: The bank is used to assess the potential individuals to succeed in language training, to provide information for pedagogical recommendations and to provide information for Language Training Program administration.
Retention and Disposal Standards: Records are retained for 40 years, then destroyed.
PAC# = 85-016
Related to COR: PSC/TPB-105
TBS Registration Number: 001439

PSC/P-PU-105
Requests for Language Training
Description: This bank contains basic personal data, language levels to be met, course choice and other administrative data.
Class of Individuals: Non-public servants whose names have been submitted for enrollment in language training courses offered by the PSC.
Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to provide information for the registration, testing, guidance and enrollment process for language training.
Consistent Uses: The bank is used to initiate the registration, guidance and enrollment process for language training.
Retention and Disposal Standards: Records are retained for a period of 40 years, then destroyed.
PAC# = 85-016
Related to COR: PSC/TPB-105
TBS Registration Number: 001440

PSC/P-PU-110
Language Training File
Description: This bank includes student objectives, and quantitative and basic personal data.
Class of Individuals: Non-public servants who are undergoing or who underwent language training.
Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to provide information on employees to the PSC language training centres so that these centres may properly perform their function of teaching the official languages to enrolled students.
Consistent Uses: The bank is used to assist teachers and team heads in performing their function and to provide administrative information.
Retention and Disposal Standards: Records are retained for a period of 40 years, then destroyed.
PAC# = 85-016
Related to COR: PSC/TPB-105
TBS Registration Number: 001441

PSC/P-PU-115
Questionnaire and Diagnostic Test Results
Description: This bank contains personal data, and aptitude and placement test results.
Class of Individuals: Non-public servants who have gone through the testing process in anticipation of a non-imperative staffing action or of enrollment for basic language training.

Purpose: This bank exists in accordance with Section 5(b) of the *Public Service Employment Act* to record information relating to the person's knowledge of and ability to learn the second official language prior to training.
Consistent Uses: The bank is used for pedagogical reasons and serves to provide information on the person's proficiency in and ability to learn the second official language.
Retention and Disposal Standards: Records are retained for a period of 40 years, then destroyed.
PAC# = 85-016
Related to COR: PSC/TPB-105
TBS Registration Number: 001442

Corporate Systems and Services Branch

PSC/P-PU-120
Access Requests
Description: This bank contains access request forms, the replies to such requests and information relating to the processing of the requests.
Class of Individuals: Non-public servants who have made formal access requests under the *Access to Information Act* or the *Privacy Act*.
Purpose: This bank exists in accordance with section 4 of the *Access to Information Act* and section 12 of the *Privacy Act* to process access requests made under the Acts.
Consistent Uses: The bank is used to record and process access requests, to respond to complaints received under the Acts and for statistical purposes.
Retention and Disposal Standards: Records are retained for two years after completion of the request, then destroyed.
PAC# = 85-016
Related to COR: PSC/CSS-901
TBS Registration Number: 001443

PSC/P-PU-135
Employment and Staffing
Description: This bank contains solicited and unsolicited applications for employment and curricula vitae, acknowledgement of receipt of letters, staffing action requests, job descriptions, selection profiles, competition posters, interview notes, rating board assessments, eligibility lists, all other documents used in establishing candidates' order of merit, results and notification of appointment. Persons completing a Personal Information Request Form are required to give the relevant competition number in the case of solicited applications.
Class of Individuals: Non-public servants who have applied for a position in the Public Service Commission.
Purpose: This bank exists in accordance with section 10 of the *Public Service Employment Act* to record and provide information related to employment opportunities and any process of personnel selection administered by the Personnel Services Directorate of the Public Service Commission.
Consistent Uses: This bank is used to staff positions and to provide related documentation for PSC investigations resulting from the selection process. On request, and in accordance with the PSC policy on "Disclosure of Information Following a Selection Action," information may be disclosed to a participant in a selection action to explain the reasons for the selection decision.
Retention and Disposal Standards: The files are retained for two years, and then destroyed.
PAC# = 85-016
Related to COR: PSC/CSS-920
TBS Registration Number: 001701

Classes of Personal Information

General Administrative Documentation

In the course of conducting the activities and programs of the Public Service Commission, categories of personal information are accumulated which are not contained in the specific information banks described in this entry. Examples of such personal information include routine correspondence of an administrative nature and complaints and enquiries files. This information is normally filed by general subjects and is retrievable only if specifics are provided concerning the data and subject matter. The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

Surveys and Studies

The public Service Commission occasionally surveys individuals and private firms who have participated in PSC programs or made use of its services. In the majority of cases, the identities of persons responding to the surveys are not recorded. These surveys usually form part of studies and are done to obtain indicidual's views and opinions on PSC activities such as training, staffing, appeals, audits and other departmental responsibilities. The information is used for program planning and to evaluate the effectiveness of training methods and of PSC operations. It is also used to respond to training needs; to obtain a basis for the establishment of policies and procedures; and to ascertain the quality of services, identify problems in those services and make the necessary improvements. The retention periods for this class of personal information are controlled by the record schedules of the general subject file in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Unless otherwise specified, all information banks listed for the Department are used for derivative purposes only. Current employees should seek access to their records through the personnel sections of their own employing department. Any exchange of records between an employing institution and the Public Service Commission will be arranged on behalf of employees by their personnel section.

Former employees and personnel sections in operating departments who are seeking access to records from PSC on behalf of themselves or their employees should address enquiries to:

Head, Access to Information and Privacy Section
Public Service Commission
L'Esplanade Laurier
West Tower, Room B1523
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7
(613) 992-9025

CENTRAL BANKS

Appeals and Investigations

PSC/P-CE-701
Case Files, Anti-Discrimination
Description: This bank contains reports, interview notes, memoranda and letters, allegations and affidavits. All cases predate April 4, 1985 when the PSC's anti-discrimination mandate was terminated.
Class of Individuals: Public servants involved in allegations of discrimination made to the Anti-Discrimination Directorate.
Purpose: This bank exists in accordance with section 12(2) of the

Public Service Employment Act to provide information in any investigation of alleged discrimination in the public service.
Consistent Uses: The bank is used to record and consolidate all information gathered during an investigation of alleged discrimination in view of determining the validity of the allegations and making recommendations, if warranted.
Retention and Disposal Standards: Records are retained for five years after completion of an investigation after which they are destroyed.
PAC# = 85-016
Related to COR: PSC/AIB-015
TBS Registration Number: 001444

PSC/P-CE-702
Appeal Hearings Files
Description: This bank contains an appeal document, an advice of selection form, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal statistics information sheet. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Appeals Directorate file reference number given on the decision report held by the appellant.
Class of Individuals: Public servants having filed an appeal or persons involved in the appeal.
Purpose: This bank exists by reason of sections 21 and 31 of the *Public Service Employment Act* and sections 45 and 48 of the Public Service Employment Regulations to record and provide information on appeals.
Consistent Uses: The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson.
Retention and Disposal Standards: Decisions are retained for 20 years from the date of the decision; files and tape recordings, two years. However, files referred to the Federal Court of Canada under s section 28 of the *Federal Court Act* are retained for 20 years whenever the section 28 application is allowed or dismissed without reason.
PAC# = 85-016
Related to COR: PSC/AIB-005
TBS Registration Number: 001445

PSC/P-CE-703
Investigations Directorate Files
Description: This bank contains excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings and formal investigation reports. It also contains information dealing with conciliation actions undertaken with departments, employees, representatives or complainants.
Class of Individuals: Public servants who have filed complaints with the Investigations Directorate related to the application of the *Public Service Employment Act* and its Regulations or complaints of personal harassment in the workplace as defined by Treasury Board policy, and persons involved in the complaint.
Purpose: This bank exists in accordance with section 7 of the *Public Service Employment Act* and the Order-in-Council P. C. 1986-2350 to record information with respect to investigations related to the application of the *Public Service Employment Act* and its Regulations, and to complaints of personal harassment in the workplace as defined by Treasury Board policy. It also used to prepare background documentation in support of a recommendation to establish a board of inquiry.
Consistent Uses: The information is used so that allegations may be examined, recommendations made and corrective action taken if warranted.
Retention and Disposal Standards: Records are retained for five years after completion of an investigation and then destroyed.
PAC# = 85-016
Related to COR: PSC/AIB-010
TBS Registration Number: 001446

Executive Secretariat

PSC/P-CE-704
Employees Appointed under an Exclusion Order
Description: This bank contains the recommendation of the Commission and of the appropriate Cabinet minister to the Governor in Council, basic personal data, the exclusion order and the regulations.
Class of Individuals: Public servants appointed to the public service who are excluded from the provisions of the *Public Service Employment Act* by virtue of section 39.
Purpose: This bank exists in accordance with sections 39 and 45 of the *Public Service Employment Act* to record and report to Parliament the names of employees of certain occupational groups or the names of persons appointed to the public service who are excluded from the provisions of the Act by virtue of section 39.
Consistent Uses: This bank is used to record and report to Parliament annually the names of employees of certain occupational groups or the names of persons appointed under an Exclusion Order.
Retention and Disposal Standards: Records are retained for five years after termination of exclusion, and then destroyed.
PAC# = 85-016
Related to COR: PSC/EXS-020
TBS Registration Number: 001447

PSC/P-CE-705
Leave of Absence to Seek Election
Description: This bank contains requests for leave of absence; the appropriate deputy minister's opinion; the recommendations to Commissioners by the Secretary General; the Commissioners' decision to approve or deny the leave to seek nomination and election; notices for publication in the Canada Gazette, Part I; and newspaper clippings.
Class of Individuals: Public servants who have requested leave of absence to seek nomination and election.
Purpose: This bank exists in accordance with section 32 of the *Public Service Employment Act* to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek election.
Consistent Uses: This bank is used to provide information for PSC authorization and for PSC reports to Parliament.
Retention and Disposal Standards: Records are retained for seven years after request was made, and then destroyed.
PAC# = 85-016
Related to COR: PSC/EXS-020
TBS Registration Number: 001448

PSC/P-CE-706
Public Servants Released or Demoted
Description: This bank contains basic personal data; the department's recommendation to the PSC and the grounds for recommending release or demotion, the appeal decision, if appeal right is exercised, the Commission's decision; and the notices of release or demotion to the department and to the employee.
Class of Individuals: Public servants whose release or demotion has been recommended by deputy heads.
Purpose: This bank exists in accordance with section 31 of the *Public Service Employment Act* to record information relating to the recommendation of deputy heads to release or demote employees.
Consistent Uses: This bank is used to provide information to enable the Commission to assess and make a decision on the recommendation

of deputy heads that employees be released or demoted. It also provides information for PSC reports to Parliament.
Retention and Disposal Standards: Records are retained for seven years following a release or demotion, and then destroyed.
PAC# = 85-016
Related to COR: PSC/EXS-020
TBS Registration Number: 001449

Staffing Programs

PSC/P-CE-708
Applicant Inventory
Description: This bank contains applications/curricula vitae and screening selection information. The bank also contains records of applicants for the Co-operative Education Program, the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and Option — the Non-Traditional Occupations Program for Women.
Class of Individuals: Public servants who have applied for a position in the public service through the Applicant Inventory.
Purpose: This bank exists in accordance with section 5(a)(ii) of the Public Service Employment Regulations to provide for the maintenance of an inventory of candidates who have applied for employment with the Public Service of Canada in the administrative support, the administrative and foreign services, and professional, scientific and technical categories excluding the SM/EX groups.
Consistent Uses: This bank is used to identify applicants suitable for referral and appointment to positions in the public service. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.
Retention and Disposal Standards: Records are maintained for two years after being purged from the inventory, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001451

PSC/P-CE-709
Statutory and Administrative Priorities System
Description: This bank contains basic personal data: statutory or administrative data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, unsuccessful language trainee, rejection on probation, relocation of spouse and red-circled. Information exists in hardcopy and computerized form.
Class of Individuals: Public servants and other persons who have a statutory or administrative priority for appointment.
Purpose: This bank exists in accordance with sections 29, 30 and 37 of the *Public Service Employment Act* and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to individuals with statutory priority for appointment. It is also used to identify suitable eligibility lists to comply with section 28 (rejection on probation). It exists in accordance with various Public Service Commission policies to provide information relating to individuals with an administrative priority for appointment.
Consistent Uses: This bank is used to identify those individuals with a statutory or administrative priority for appointment purposes and to engage in job searching activities on their behalf.
Retention and Disposal Standards: Hard copy records are retained for five years from the date the individual's priority status is terminated, after which the records are destroyed. Computer files are kept indefinitely.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001452

PSC/P-CE-710
Applicant Inventory Referral Files
Description: This bank contains general personal data, referral forms, reference checks and referral results.
Class of Individuals: Public servants referred by the PSC to departments and agencies, excluding employees in the SM/EX groups.
Purpose: This bank exists to record referrals by the PSC to departments and agencies.
Consistent Uses: The bank is used to provide information on employees referred by the PSC. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001453

PSC/P-CE-711
PSC Occupational Test Results
Description: This bank contains examination answer sheets and statement of marks for persons who, for selection or other purposes, have taken Commission tests.
Class of Individuals: Public servants who have taken tests specifically developed and administered by the PSC.
Purpose: This bank exists in accordance with section 16(1) of the *Public Service Employment Act* and section 14(1) of the Public Service Employment Regulations to record information on tests conducted for purposes of selection such as competitions.
Consistent Uses: The bank is used to record and provide information to departments on the results of tests administered by PSC and various departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. For research purposes the information may also be linked to other PSC information banks.
Retention and Disposal Standards: Hard copy files are kept for five years, and then destroyed. Files which originated in 1981 and 1982 will be retained until December 31, 1988. Candidate test results are kept on computerized files for two years after they are superseded or become obsolete.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001454

PSC/P-CE-712
Personnel Selection Files
Description: This bank contains requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection including letters offering appointment. Where applicable, notices of rights to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers.
Class of Individuals: Public servants who are being considered for appointment through a process of personnel selection administered by the Staffing Programs Branch.
Purpose: This bank exists in accordance with section 10 of the *Public Service Employment Act* to record and provide information related to any process of personnel selection with or without competition administered by the Staffing Programs Branch of the Public Service Commission.
Consistent Uses: This bank is used to staff positions, to provide the necessary information, on request and in accordance with the PSC policy on "Disclosure of Information Following a Selection Action",

to participants in selection actions in order to explain the reasons for the selection decision; and to provide related documentation resulting from the selection process for PSC investigations and appeal boards. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department.
Retention and Disposal Standards: Records are retained for two years after the eligibility list expires or two years after it has been used for administrative purposes, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001455

PSC/P-CE-713
Employee Position Abandonment Files
Description: This bank contains a copy of the letter sent to the employee and notification by employing department to the Public Service Commission.
Class of Individuals: Public servants who have abandoned their position.
Purpose: This bank exists in accordance with section 27 of the *Public Service Employment Act* to record and provide information on abandonment of positions by employees.
Consistent Uses: The bank is used to provide statistical information to Parliament on employees who have abandoned their position.
Retention and Disposal Standards: Records are kept for two years after receipt at the PSC and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001456

PSC/P-CE-714
Second Language Assessment
Description: This bank contains the appropriate second language assessment request and record of results forms, basic personal data, and oral interviews recorded on cassette, assessment reports and results.
Class of Individuals: Public servants who were assessed by the Language Assessment Services Section of the Public Service Commission for second language proficiency.
Purpose: This bank exists in accordance with sections 16 and 20 of the *Public Service Employment Act* to assess the second language proficiency of candidates and in accordance with the PSC-TBS agreement on testing for bilingualism bonus or for certain types of language training.
Consistent Uses: The bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service and for other uses as set out in the PSC-TBS agreement on the subject of language testing.
Retention and Disposal Standards: Files are retained for three years. Interviews recorded on cassette are retained for two years unless the candidate agrees to their earlier disposal.
PAC# = 85-016
Related to COR: PSC/SPB-045
TBS Registration Number: 001457

PSC/P-CE-715
Second Language Evaluation (SLE) Examiners
Description: This bank contains information related to the specialized skills assessment required of second language evaluation test administrators, scorers and oral interaction assessors: examiner's registration forms; letters of authorization; training officers comments and recommendations; monitors' observations and recommendations; and other administrative data collected in connection with accreditation/registration.
Class of Individuals: Public servants who have been authorized to administer and score the Second Language Evaluation tests.
Purpose: This bank exists in accordance with sections 5 *(a)*, 16 and 20 of the *Public Service Employment Act* to record all information relating to the registration of second language evaluation examiners.
Consistent Uses: The bank is used to provide information to monitor second language evaluation examiners and take corrective action if warranted. It is also used to provide information related to the qualifications, training and certification of second language evaluation examiners and prospective second language evaluation examiners.
Retention and Disposal Standards: Records are retained for 10 years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for 10 years. Monitoring files are retained for two years. Records are then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-045
TBS Registration Number: 001458

PSC/P-CE-716
Language Review Committee Files
Description: This bank contains requests for review; employee's written consent; Language Knowledge Exam (LKE) results prior to 15 October 1984; assessment officer's report; language training history; orientation process results; related letters or memos; decision of the committee.
Class of Individuals: Public servants whose cases have been submitted to the Language Review Committee.
Purpose: This bank exists in accordance with section 20 of the *Public Service Employment Act* to record information on employees whose cases have been submitted to the Language Review Committee.
Consistent Uses: The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training and to reach a decision on each case.
Retention and Disposal Standards: Records are retained for 10 years and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-045
TBS Registration Number: 001459

PSC/P-CE-717
Official Languages Exclusion Order Records
Description: This bank contains basic personal data: medical certificates; supporting documentation, departmental requests and Commission decision in some cases.
Class of Individuals: Public servants who have requested an official languages exclusion or extension.
Purpose: This bank exists in accordance with section 20 (and in certain cases section 10) of the *Public Service Employment Act* to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes.
Consistent Uses: This bank is used to allow the Public Service Commission to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order.
Retention and Disposal Standards: Records are retained for 10 years and destroyed. Partial data is kept for another five years.
PAC# = 85-016
Related to COR: PSC/SPB-045
TBS Registration Number: 001460

PSC/P-CE-718
Second Language Evaluation (SLE) Test Results
Description: This bank contains basic personal information, second language evaluation results, the Oral Interaction Test cassettes of

candidates tested by a Personnel Psychology Centre (PPC) assessor/monitor and administrative data. Individuals completing a Personal Information Request Form are required to quote their social insurance number.
Class of Individuals: Public servants who have taken the Second Language Evaluation or Language Knowledge Examination: Reading Test, Writing Test, or Writing Test for Exemption, or those who have been tested in oral interaction by a PPC assessor/monitor.
Purpose: This bank exists in accordance with sections 16 and 20 of the *Public Service Employment Act* to record Second Language Evaluation (SLE) and Language Knowledge Examination (LKE) scores and language assessment results for purpose of appointment.
Consistent Uses: The bank is used to provide information on second language evaluation assessment of employees and information for general personnel management, research and statistical purposes. For research purposes, the information may also be linked to other information banks. The bank is also used to feed the SLE database at the Personnel Applications Centre (PAC) SSC. Only the individual's SIN and test results are forwarded to PAC. That information is then available on-line to all government departments having appropriate terminals, and by telephone enquiry.
Retention and Disposal Standards: Computerized records are retained for two years after they are superseded or become obsolete. Hard copy files are retained for five years. Oral Interaction Tests on cassettes administered by a PPC assessor/monitor are retained for two years unless the candidate agrees to their earlier disposal. Records are then destroyed. Note: The SLE database replaced the LKE database effective January 21, 1985 and the most recent test results have been transferred. The LKE computer database will be maintained as a dormant file until January 21, 1995, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-045
TBS Registration Number: 001461

PSC/P-CE-719

PSC Transfer File

Description: This bank contains curriculum vitae, latest performance appraisal, request for transfer form, letter from department confirming group, level and status, assessment/counselling report, results of referrals and reference checks.
Class of Individuals: Public servants who have requested a lateral transfer.
Purpose: This bank exists in accordance with section 5c(i) of the Public Service Employment Regulations to provide information on employees who have requested a lateral transfer in the administrative support and operational categories, administrative and foreign service, and professional and technical categories, excluding the SM/EX groups.
Consistent Uses: The bank is used to refer employees requesting a transfer to departments and agencies.
Retention and Disposal Standards: Records are retained for two years from the date of the most recent inclusion in the inventory and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001462

PSC/P-CE-720

Staff Investigation Files

Description: This bank contains information collected in the course of a Staffing Program's Branch investigation. Contents may include excerpts from personnel files or competition files, investigation notes, interview notes, allegations of improprieties, performance evaluations, and reasons why employees might think that their opportunity for advancement has been prejudicially affected. Persons completing a Personal Information Request Form are required to specify the federal government department that was the subject of the investigation and to provide as accurately as possible the date or time period in which the investigation was conducted.
Class of Individuals: Public servants who have requested an investigation into the staffing process, or who were involved in the allegations, who seek the Commission's opinion regarding prejudicial effect to their opportunities for advancement, or whose appointment is revoked as a result of an allowed appeal.
Purpose: This bank exists in accordance with section 7 of the *Public Service Employment Act*. The files are a result of investigation into allegations of impropriety which have been made to the Staffing Programs Branch during the course of staffing action or requests for the Public Service Commission's opinion under section 21 *(b)*, or the revocation of appointments under section 21 *(c)*, of the *Public Service Employment Act*.
Consistent Uses: This bank is used to examine allegations, make recommendations and, if necessary, ensure that corrective action is taken.
Retention and Disposal Standards: Records are retained for five years after the investigation is completed after which they are destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001463

PSC/P-CE-721

Staffing Officer Training, Development and Certification Files

Description: This bank contains individual files which include application to the Staffing Certification Program, confirmation of participation in staffing training courses, information on previous personnel studies and work experience, staffing knowledge test results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments, Certification Committee results and information on current certification status. Part of the above information is also recorded on a computerized inventory.
Class of Individuals: Staffing officers of the public service.
Purpose: This bank exists to record and provide information on training and development programs operated by the PSC pursuant to section 5(b) of the *Public Service Employment Act*, and on the certification status of staffing officers as it relates to the exercise of staffing authority delegated pursuant to section 6(1) of the *Public Service Employment Act*.
Consistent Uses: This bank is used to provide information in support of the certification of staffing officers by the Certification Committee and on the current certification status of their own staffing officers with departments. It is also used to produce various statistical reports and analyses, and for general administrative purposes such as, for example, planning and reporting on staffing training and development programs.
Retention and Disposal Standards: Records are retained for two years after the date of successful completion of the examination and for five years in cases where the staffing officer is unsuccessful. The records are then destroyed.
PAC# = 85-016

PSC/P-CE-723

Women's Career Counselling and Referral Bureau Files

Description: This bank contains basic personal information, curricula vitae, general career plan and appraisal information.
Class of Individuals: Public servants who have requested the services of the Women's Career Counselling and Referral Bureau.
Purpose: This bank exists to maintain an historical record of women seeking a developmental assignment or appointment to the SM/EX-1 level in order to fulfill their chosen career plans.
Consistent Uses: The bank is used to identify women suitable for referral and appointment to management level positions in the public service.
Retention and Disposal Standards: Records are retained for two

years after being declared inactive, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 001466

PSC/P-CE-724
Career Assignment Program (CAP) Assessment and Career Counselling Data (1968-73)
Description: This bank contains the curricula vitae; assessment results and summary of performance of each candidate who voluntarily undertook the CAP assessment and career counselling tests between 1968 and 1973.
Class of Individuals: Public servants who were candidates for the Career Assignment Program (1968 to 1973).
Purpose: This bank exists in accordance with section 16(1) of the *Public Service Employment Act* to record all information relating to the assessment and career counselling of candidates for the Career Assignment Program (1968 to 1973).
Consistent Uses: This bank is used to provide information on the assessment and career counselling of candidates and for providing normative and research information on the candidates in the Career Assignment Program.
Retention and Disposal Standards: Records of employees assessed between 1968 and 1973 will be kept for 30 years, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-070
TBS Registration Number: 001467

PSC/P-CE-725
Career Assignment Program (CAP) and Special Development Program (SDP) Participant Files
Description: This bank contains basic personal information: nomination forms, reasons for nomination, curricula vitae, career plan, appraisal information, Selection Review Board summaries and results, language knowledge examination results, course participation data and correspondence related to CAP or SDP participation.
Class of Individuals: Public servants who are currently enrolled or have participated in CAP or SDP.
Purpose: This bank exists in accordance with sections 10 and 16(1) of the *Public Service Employment Act* to maintain an historical record of all persons who have participated in the Career Assignment Program or the Special Development Program.
Consistent Uses: This bank is used to provide statistical information on CAP and SDP participants for human resource planning, staffing and general personnel management purposes.
Retention and Disposal Standards: Selected information is computerized and retained for statistical purposes for 20 years. All records are retained in hard copy until five years after termination of CAP or SDP participation. Selected files are retained by National Archives of Canada after that time and the others are destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-070
TBS Registration Number: 001468

PSC/P-CE-726
Career Assignment Program (CAP) Assessment File
Description: This bank contains memoranda and letters; curricula vitae and assessment results.
Class of Individuals: Public servants who have been assessed by the CAP Assessment Centre.
Purpose: This bank exists in accordance with sections 10 and 16(1) of the *Public Service Employment Act* to record and provide information relating to the assessment of Career Assignment Program candidates.
Consistent Uses: This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program so that meritorious selections for the program may be made and for human resources planning and analysis.
Retention and Disposal Standards: Records are retained for 30 years after the assessment and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-070
TBS Registration Number: 001469

PSC/P-CE-729
Interchange Canada Participant Files
Description: This bank contains curricula vitae, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form.
Class of Individuals: Public servants who are about to be given, are currently on, or have completed an assignment.
Purpose: This bank exists to maintain historical records of all persons who have participated in the program.
Consistent Uses: This bank is used for the general management of the assignments.
Retention and Disposal Standards: Records are retained for two years after termination of participation, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-075
TBS Registration Number: 001952

PSC/P-CE-732
Management Category Competition Files
Description: This bank contains security clearance rating; language examination results; memoranda to the Commission (Board Reports); letter of offer; letters of acceptance; letters to unsuccessful candidates; notice of Right to Appeal if applicable; notice regarding no appeals; copy of Record of Staffing Transaction; Official Languages Information forms; job descriptions; requests for Non-delegated Staffing; job profiles; statement of qualifications; application forms; record of persons considered for the position. Persons completing a Personal Information Request Form are requested to give the pertinent competition number.
Class of Individuals: Public servants who are included in a Management Category competition administered by the PSC.
Purpose: This bank exists in accordance with section 10 of the *Public Service Employment Act* to record and provide information relating to Management Category competitions administered by the Public Service Commission.
Consistent Uses: This bank is used to provide information relating to Management Category appointments made by the PSC. On request, information may be disclosed to a participant in a selection action in accordance with the PSC policy on "Disclosure of Information Following a Selection Action" to explain the reasons for the selection decision.
Retention and Disposal Standards: Records are retained for three years after the eligibility list expires, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-065
TBS Registration Number: 001475

PSC/P-CE-733
Inventory of Applicants for International Assignments
Description: This bank contains curricula vitae, applications, correspondence, interview notes, record of instances of consideration, notations or referrals, notes to file, telexes and performance review and employee appraisals. Some information exists in computerized form.
Class of Individuals: Public servants applying for international assignments.
Purpose: This bank exists to provide an inventory of public servants seeking positions with international organizations.

Consistent Uses: This bank is used to identify candidates seeking positions with international organizations.
Retention and Disposal Standards: Records are retained for two years after being declared inactive and are then destroyed, except in cases where candidates become participants. Information on such candidates is transferred to the International Participants files.
PAC# = 85-016
Related to COR: PSC/SPB-080
TBS Registration Number: 001951

PSC/P-CE-734

Management Resources Information System

Description: This bank contains appointment certificates; employee summaries; basic personal data; skills and work history; professional qualifications; curricula vitae; career aspirations and managerial experience; proof of education standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the management category, the bank also contains notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and counselling reports/notes.
Class of Individuals: Public servants appointed to eligible classifications as determined by the Public Service Commission, public servants participating or seeking participation on Interchange Canada or International Assignments and public servants who are placed on brokerage.
Purpose: This bank exists to enable the Public Service Commission to fulfill its powers as stated in section 5 of the *Public Service Employment Act* and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC.
Consistent Uses: This bank is used to provide information for the purposes of staffing; human resources planning; statistics, analysis, evaluations and career management planning.
Retention and Disposal Standards: Hardcopy records of appointments to management category positions are retained for the duration of employment plus one year, after which they are transferred to the National Archives of Canada and retained for one year after the individual has reached the age of 70, or until two years after his or her death, or for permanent retention if judged to be of historical value. Hardcopy records for non-management category positions are retained for five years after removal from the inventory, and then destroyed. Machine readable records are retained for ten years after removal from the system or after the public servant's separation from the public service, after which the records are deleted from the system. Performance review and employee appraisals are retained for five years, and then destroyed.
PAC# = 85-016
TBS Registration Number: 001477
Related to COR: PSC/SPB-065

PSC/P-CE-750

Inventories of Senior Personnel Officers

Description: This bank contains the Management Resources Information System human resourcing planning printouts containing such information as basic personal data, employment history, general and managerial experience and career aspirations. It also contains a narrative form pertaining to individuals' performance, career needs and the Senior Personnel Planning and Development Committee's deliberations and, if necessary, follow-up action.
Class of Individuals: Public servants at the PE-06 level to EX-03 identified as Senior Personnel Officers who have been evaluated by the Senior Personnel Planning and Development Committee (SPPDC).
Purpose: The bank was created in accordance with section 7 of the *Financial Administration Act* to maintain human resources planning inventories of those senior personnel officers ready for promotion, those requiring further development in order to assume greater responsibilities and those who would likely benefit from a new assignment.
Consistent Uses: The inventories are used by PSC resourcing officers to advise and assist deputy heads and senior managers in the selection process for senior personnel appointments.
Retention and Disposal Standards: Inventory data of senior personnel officers is retained for two years after the Committee has reviewed the individual's human resources planning status.
PAC# = 85-016
Related to COR: PSC/SPB-065
TBS Registration Number: 001758

PSC/P-CE-751

Career Assignment Program (CAP) and Special Development Program (SDP) Nominee Data

Description: This bank contains basic personal information in one or more of three formats: nominee cards (discontinued in 1984), nominee files and selection board files. Information includes nomination forms, reasons for nomination, curricula vitae, general career plans, appraisal information, selection review board summaries and results, language knowledge examination results, and general correspondance related to CAP nominations or SDP nominations.
Class of Individuals: Public servants nominated for CAP or SDP.
Purpose: This bank exists in accordance with sections 10 and 16(1) of the *Public Service Employment Act* to record and provide information relating to initial and final nominations to CAP and SDP and, in the case of final nominations, to record and present information for review and decision by selection board members regarding acceptance to the programs.
Consistent Uses: This bank is used to record and provide information on CAP and SDP nominees to the initial (assessment centre) and final (selection board) selection phase for statistical, administrative, and counselling purposes. Selection board files are expanded nominee files providing information to board members for decisions regarding admission to the Program.
Retention and Disposal Standards: Hardcopy records of employees who do not proceed beyond the selection phase are retained for three years, and then destroyed. (Note: selection board files of accepted candidates are transferred to the participant files bank.) Selected information on all candidates is computerized and retained for statistical purposes for 20 years.
PAC# = 85-016
Related to COR: PSC/SPB-080
TBS Registration Number: 001705

PSC/P-CE-753

Inventories of Senior Finance and Internal Audit Officers

Description: This bank contains the Management Resources Information System human resourcing planning printouts including such information as basic personal data, employment history, general and managerial experience as well as career aspirations. It also contains a narrative form which is submitted to the Senior Financial Resourcing Advisory Committee and which includes information pertaining to the individual's performance, career needs and linguistic ability, as well as the results of the Committee's deliberations. If necessary, follow-up action is also included.
Class of Individuals: Public servants at the FI-06 and equivalent levels, up to EX-03, who are identified as having extensive qualifications in finance and/or internal audit and who have been reviewed by the Senior Financial Resourcing Advisory Committee (SFRAC).
Purpose: The bank was created in accordance with section 7 of the *Financial Administration Act* to maintain human resources planning inventories of those senior finance and/or internal audit officers who are ready for promotion, those who require further development in

order to assume greater responsibilities, and those who would benefit from a new assignment.
Consistent Uses: The inventories are used by PSC resourcing officers to advise and assist deputy heads and senior managers in the selection process for senior finance and internal audit appointments.
Retention and Disposal Standards: Inventory data of senior finance and internal audit officers is retained for two years after the Committee has reviewed the individual's human resources planning status.
PAC# = 85-016
Related to COR: PSC/SPB-065
TBS Registration Number: 001905

PSC/P-CE-754
Inventory of Applicants for Interchange Canada
Description: This bank contains curricula vitae, letters of acknowledgement, interview notes, record of instances of consideration, notations or referrals, notes to file, telexes and performance reviews and employee appraisals. Some information exists in computerized form.
Class of Individuals: Public servants applying for Interchange Canada assignments.
Purpose: This bank exists to maintain an inventory of public servants seeking Interchange Canada assignments.
Consistent Uses: This bank is used to identify candidates who are seeking Interchange Canada assignments.
Retention and Disposal Standards: Records are retained for two years after being declared inactive, and then destroyed, except in cases where candidates become participants. Information on such candidates is transferred to the Interchange Canada Participants files.
PAC# = 85-016
Related to COR: PSC/SPB-075
TBS Registration Number: 001906

PSC/P-CE-755
International Assignment Participant Files
Description: This bank contains curricula vitae, performance reviews and employee appraisals, agreements, applications, vacancy notices, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form.
Class of Individuals: Public servants who are about to be given, are currently on, or have completed, an assignment.
Purpose: This bank exists to maintain historical records of all persons who have participated in the program.
Consistent Uses: This bank is used for the general management of the assignments.
Retention and Disposal Standards: Records are retained for two years after termination of participation, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-080
TBS Registration Number: 001907

PSC/P-CE-757
Business/Government Executive Exchange
Description: This bank contains nomination and biographical information, performance reviews and employee appraisals, agreements, job descriptions, interview notes, curricula vitae, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants.
Class of Individuals: Government executives who have been nominated for, are currently on, or have completed, an assignment in business or industry.
Purpose: This bank exists to maintain an inventory of government executives who have been nominated for possible participation in the program and to keep historical records of all persons who have participated.
Consistent Uses: The information is used to assess candidates and to refer them for possible assignment opportunities in business and industry.
Retention and Disposal Standards: Records are retained for two years after termination of an assignment, and then destroyed. Information on candidates who did not participate in the Program is retained for two years, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-081
TBS Registration Number: 001909

PSC/P-CE-758
Employment Equity Special Measures Program (New)
Description: This bank contains information concerning the on-the-job training assignments of Access Program participants, Visible Minority Employment Program participants, National Indigenous Development Program participants, Northern Careers program participants and Non-Traditional Occupations Program for Women participants (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the records of participating departments.
Class of Individuals: Individuals participating in the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women.
Purpose: The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program.
Consistent Uses: The bank is used to monitor the progress of participants and to measure the effectiveness of each program, as well as for statistical and management information reports prepared for the Public Service Commission, Treasury Board Secretariat, federal government departments and employment equity committees.
Retention and Disposal Standards: Records are retained for five years after the participant has completed the assignement, after which they are destroyed. Machine readable records are retained for ten years and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-040
TBS Registration Number: 002297

PSC/P-CE-759
Interdepartmental Peer Committee Files on Promotions (New)
Description: This bank contains career résumés, letters of nomination from departments, letters of reference, appraisals and the recommendations of the Peer Committee. It may also contain personal works and lists of achievements.
Class of Individuals: Public servants in the University Teaching (UT), Scientific Research (SE-RES), Historical Research (HR) and Defence Science (DS) groups who have been nominated for promotion through Peer Committee deliberation.
Purpose: The information is collected under the authority of the Treasury Board for the UT, SE, HR and DS groups and is compiled to enable the Peer Committee to make recommendations on the appropriateness of promotions.
Consistent Uses: The information is used to maintain a record of the Peer Committee's findings and decisions, and is occasionally used for future reference concerning the subsequent promotion of the same individual.
Retention and Disposal Standards: Files are retained for five years, and then destroyed.
PAC# = 85-016
Related to COR: PSC/SPB-030
TBS Registration Number: 002298

PSC/P-CE-760 *Formerly identified as:* PSC/P-PU-091

Separation for Cause Information System

This bank contains basic personal information, employment information on persons appointed pursuant to the *Public Service Employment Act* and reasons for separation from the public service. The source of this bank is the Incumbent/Mobility pay-related data system of the Department of Supply and Services. Personal information in this bank relates to employees appointed pursuant to the *Public Service Employment Act* who were released, rejected, dismissed or discharged for cause, employees who abandoned their position, and employees whose appointment has been revoked. This bank exists in accordance with the security policy of the Government of Canada (T.B. Circular 1986-26) to record information on employees released, rejected, dismissed or discharged for cause, on employees who abandoned their position, and on employees whose appointment has been revoked. This information is provided to departments when doing a reliability or a security check. This index is used to provide information for the preparation of reports and for statistical analysis. Data are retained for five years starting from the date the data were entered in the bank, and are then destroyed.

PAC# = 85-016

Related to COR: PSC/SPB-030

PSC/P-CE-761

EDP Statistical Systems (New)

Description: This bank regroups computer systems which are maintained by the Public Service Commission and which contain basic personal information such as social insurance numbers, work history, employment status, language proficiency, or reasons for separation. Although there are no equivalent hardcopy files for these systems, in some cases one input document may exist. The bank includes the following EDP systems: Appointment Information Management System (AIMS), Separations, Person-Oriented Data Base (PODB), Workforce Adjustment Reporting System (WARS), Quarterly Statistical File (QSF) and Career-Oriented Summer Employment Program (COSEP). The information in these systems is obtained from the DSS Incumbent/Mobility System, the T.B. Official Languages Information System or appointment documents or statistics received from other departments.

Class of Individuals: All individuals who have been appointed to positions in the public service or who have left the public service.

Purpose: These systems were created to record information on appointments in the public service, separations, the distribution of public servants by department and by location, the five-year workforce downsizing program and the summer employment program.

Consistent Uses: The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of staffing activities, the production of the Public Service Commission's Annual Report, and for other reports to Treasury Board on the utilization of human resources and on the status of programs.

Retention and Disposal Standards: AIMS: The Report on Staffing Transaction is retained for three years from the date it is received by the PSC. The computerized data is kept on line for two years and transferred to a tape which is destroyed after 25 years. Separations: The information is retained until it has been surperseded, and then deleted. PODB: Records are retained for two years after termination of employment, and are then deleted from the file. WARS: Records are retained for 10 years or until they are superseded or become obsolete. QSF: Information on individuals is retained for five years after point of first capture, and then deleted. COSEP: Information on COSEP records is retained for five years, and then deleted.

PAC# = 85-016

Related to COR: PSC/SPB-030

TBS Registration Number: 002299

Training Programs Branch

PSC/P-CE-735

Course Registration and Information System

Description: This bank contains basic personal data and related course administrative data on public service employees. Persons completing a Personal Information Request Form are required to quote the pertinent Training Programs course numbers.

Class of Individuals: Public servants who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch.

Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to establish and maintain records of all employees who have taken or are enrolled in a professional or management course offered by the PSC Training Programs Branch.

Consistent Uses: This bank is used to provide information required to administer professional and management training courses operated by the PSC.

Retention and Disposal Standards: Records are retained for five years after completion of training and development activity, and then destroyed.

PAC# = 85-016

Related to COR: PSC/TPB-100

TBS Registration Number: 001478

PSC/P-CE-736

Questionnaire and Diagnostic Test Results

Description: This bank contains personal data, and aptitude and placement test results.

Class of Individuals: Public servants who have gone through the testing process in anticipation of a non-imperative staffing action or of enrollment for basic language training.

Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to record information relating to the person's knowledge of and ability to learn the second official language prior to training.

Consistent Uses: The bank is used for pedagogical reasons and serves to provide information on the person's proficiency in and ability to learn the second official language.

Retention and Disposal Standards: Records are retained for a period of 40 years, and then destroyed.

PAC# = 85-016

Related to COR: PSC/TPB-105

TBS Registration Number: 001479

PSC/P-CE-739

Orientation Interview Reports

Description: This bank contains basic personal data, test results, cognitive styles, data on previous and present knowledge of language to be learned, and interview notes.

Class of Individuals: Applicants for language training, primarily non-imperative appointees and incumbents of designated bilingual positions.

Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to record information on preliminary interviews for language training.

Consistent Uses: The bank is used to assess the potential of individuals to succeed in language training, and to provide information for pedagogical recommendations and for Language Training Program administration.

Retention and Disposal Standards: Records are retained for 40 years, and then destroyed.

PAC# = 85-016

Related to COR: PSC/TPB-105

TBS Registration Number: 001482

PSC/P-CE-740

Requests for Language Training

Description: This bank contains basic personal data, language levels to be met, course choice and other administrative data.

Class of Individuals: Public servants whose names have been submitted for enrollment in language training courses offered by the PSC including the Advanced Language Training Program which ended on March 31, 1988.

Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to provide information for the registration, testing, guidance and enrollment process for language training.

Consistent Uses: The bank is used to initiate the registration, guidance and enrollment process for language training.

Retention and Disposal Standards: Records are retained for a period of 40 years, and then destroyed.

PAC# = 85-016

Related to COR: PSC/TPB-105

TBS Registration Number: 001483

PSC/P-CE-741

Language Training File

Description: This bank includes student objectives, quantitative and basic personal data.

Class of Individuals: Public servants who underwent or are undergoing language training, including courses given in the Advanced Language Training Program which ended on March 31, 1988.

Purpose: This bank exists in accordance with section 5(b) of the *Public Service Employment Act* to provide information on employees to the PSC language training centres so that these centres may properly perform their function of teaching the official languages to enrolled students.

Consistent Uses: The bank is used to assist teachers and team heads in performing their function, and to provide administrative information.

Retention and Disposal Standards: Records are retained for a period of 40 years, and then destroyed.

PAC# = 85-016

Related to COR: PSC/TPB-105

TBS Registration Number: 001484

Corporate Systems and Services Branch

PSC/P-CE-743

Access Requests

Description: This bank contains access request forms, the replies to such requests and information relating to the processing of the requests.

Class of Individuals: Public servants who have made a formal access request under the *Access to Information Act* or the *Privacy Act*.

Purpose: This bank exists in accordance with section 4 of the *Access to Information Act* and section 12 of the *Privacy Act* to process access requests made under the Acts.

Consistent Uses: The bank is used to record and process access requests, to respond to complaints received under the Acts, and for statistical purposes.

Retention and Disposal Standards: Records are retained for two years after completion of the request, and then destroyed.

PAC# = 85-016

Related to COR: PSC/CSS-901

TBS Registration Number: 001684

PSC/P-CE-744

Employment and Staffing

Description: This bank contains solicited and unsolicited applications for employment and curricula vitae, acknowledgement of receipt of letters, staffing action requests, job descriptions, selection profiles, competition posters, interview notes, rating board assessments, eligibility lists, all other documents used in establishing candidates' order of merit, results, and notifications of appointment. Persons completing a Personal Information Request Form are required to give the relevant competition number in the case of solicited applications.

Class of Individuals: Public servants who have applied for a position in the Public Service Commission.

Purpose: This bank exists in accordance with section 10 of the *Public Service Employment Act* to record and provide information related to employment opportunities and any process of personnel selection administered by the Personnel Services Directorate of the Public Service Commission.

Consistent Uses: This bank is used to staff positions and to provide related documentation for PSC investigations resulting from the selection process. On request, information may be disclosed to a participant in a selection action in accordance with the PSC policy on "Disclosure of Information Following a Selection Action" to explain the reasons for the selection decision.

Retention and Disposal Standards: The files are retained for two years, and then destroyed.

PAC# = 85-016

Related to COR: PSC/CSS-920

TBS Registration Number: 001704

PARTICULAR BANKS

PSC/P-PE-801

Flexibility (5%) EX/SM and Special Assignment Pay Plan Positions

Description: This bank contains agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and a curricula vitae as required.

Class of Individuals: Public servants employed by the Public Service Commission in overfill situations at the EX/SM levels, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP).

Purpose: This bank exists to record and control the SM/EX overfill and Special Assignment Pay Plan situations in the Public Service Commission.

Consistent Uses: This bank is used to administer and maintain data on the EX/SM overfill and Special Assignment Pay Plan situations in the Public Service Commission. It is also used to report general data to PSC management and Treasury Board as required.

Retention and Disposal Standards: Records are retained for a period of two years, and then destroyed.

PAC# = 85-016

Related to COR: PSC/CSS-918

TBS Registration Number: 001486

PSC/P-PE-806

Employee Redeployment Files

Description: This bank may contain curricula vitae, appraisals, letters of offer and acceptance, references, interview information, tests, test results and evaluations, letters of agreement, employee nomination forms, general correspondence, minutes of the Inter-branch Placement Committee, and lists of vulnerable or priority employees. Employees requesting access are required to indicate their status and the branch concerned.

Class of Individuals: Public Service Commission employees who have a priority status, have been declared vulnerable, or have requested and/or been nominated by management for an assignment to further their career, or these who wish to plan their career.

Purpose: This bank was created to promote the redeployment of Public Service Commission employees as a result of workforce reductions, and to respond to identified career development requirements.

Consistent Uses: This bank is used to assist employees in finding permanent employment or temporary assignments by providing them with training, advice and/or counselling. It is also used to identify potential employees for assignment and to refer them for positions in the public service.
Retention and Disposal Standards: Files are retained for two years after an employee has been appointed to a position or has terminated an assignment, then destroyed. Pay-related documents and letters of agreement are forwarded to the employee's personnel record.
PAC# = 85-016
Related to COR: PSC/CSS-918
TBS Registration Number: 001910

PSC/P-PE-807 *Formerly identified as:* PSC/P-SE-901
Employee Personnel Record
This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some information on training and development of employees is also available from the Personnel Management Information System (PMIS). The personal information in this bank relates to employees of the institution. The purpose of this bank is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information in this bank may be used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Public Health and Welfare for pension purposes. Information is retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the Dominion Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.
PAC# = 85-001

PSC/P-PE-808 *Formerly identified as:* PSC/P-SE-903
Attendance and Leave
This bank contains absence reports and leave applications, as well as physician's certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. Some information on training and development of employees is also available from the Personnel Management Information System (PMIS). The personal information in this bank relates to employees of the institution. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information in this bank may be used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Information is retained for two years after expiry of fiscal year, after which period the records are destroyed.
PAC# = 85-001

PSC/P-PE-809 *Formerly identified as:* PSC/P-SE-904
Pay and Benefits
This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N. B. Earning and superannuation records are attached to the Employee Personnel Record.) The personal information in this bank relates to employees of the institution. The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The information in this bank may be used to enable audit and reconciliation of payroll accounts (e. g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the *Garnishment, Attachment and Pension Diversion Act*. Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

Paylists are retained for six years, and then destroyed.
PAC# = 85-001

PSC/P-PE-810 *Formerly identified as:* PSC/PE-SE-905
Training and Development
This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records may be attached to the Employee Personnel Record and that information on an employee's needs for individual training and development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. Some information on training and development of employees is also available from the Personnel Management Information System (PMIS). The personal information in this bank relates to employees of the institution. The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. The information in this bank may be used to approve and register the participation of employees in training and development activities. Records are destroyed two years after completion of the particular training and development undertaken by an employee. However, information will be retained on magnetic tape for five years.
PAC# = 85-001

PSC/P-PE-811 *Formerly identified as:* PSC/P-SE-906
Official Languages
This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Similar data is also held in Central Banks of the Public Service Commission and Treasury Board Secretariat. The personal information in this bank relates to employees of the institution. The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. The information in this bank may be used to support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, language training, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Records are retained for two years after last documentation, and the destroyed.
PAC# = 85-001

PSC/P-PE-812 *Formerly identified as:* PSC/P-SE-912
Performance Reviews and Employee Appraisals
This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. Some information on training and development of employees is also available from the Personnel Management Information System (PMIS). The personal information in this bank relates to employees of the institution. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information in this bank may be used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. The records are retained for five years for all employees, and then destroyed.
PAC# = 85-001

PSC/P-PE-813 *Formerly identified as:* PSC/P-SE-918
Employment Equity Program
This bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records. This information relates to employees of the institution. This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the *Public Service Staff Relations Act*, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e. g. women, aboriginal peoples and physically or mentally handicapped persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e. g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal Public Service. It may also be used for policy and planning purposes related to employment equity. Records are retained for five years and then destroyed.
PAC# = 85-001

STANDARD BANKS

PSC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001490

PSC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001495

PSC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001496

PSC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001497

PSC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001499

PSC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001500

PSC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001580

PSC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001501

PSC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001502

PSC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001503

PSC/P-SE-920
Incentive Awards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001911

Deleted Personal Information Banks

The following personal information banks have been deleted because the information contained in them can be found in other personal information banks:

PSC/P-PU-089	Inventory of Applicants for Management Category Positions — see PSC/P-PU-085
PSC/P-PU-125	Northern Careers Programs — see PSC/P-PU-015
PSC/P-PU-130	Public Indigenous Development Program — see PSC/P-PU-015
PSC/P-PU-140	Separations System — see PSC/P-CE-761
PSC/P-CE-722	Appointment Information Management System — see PSC/P-CE- 761
PSC/P-CE-738	Advanced Language Training Program Participant Files — see PSC/P-CE-741
PSC/P-CE-742	Person-Oriented File — see PSC/P-CE-761
PSC/P-CE-752	Access Program for Disabled Persons — see PSC/P-CE-758
PSC/P-CE-756	Inventory of Applicants for Management Category Positions — see PSC/P-CE-734
PSC/P-CE-737	Advanced Language Training Program Candidate Files — see PSC/P-CE-740
PSC/P-PE-804	Public Indigenous Development Program — see PSC/P-CE-758
PSC/P-PE-805	Northern Careers Program — see PSC/P-CE-758

PUBLIC SERVICE STAFF RELATIONS BOARD

Chapter 90

PUBLIC SERVICE STAFF RELATIONS BOARD

Background

The Public Service Staff Relations Board was established in 1967 by the *Public Service Staff Relations Act*.

Overall Responsibilities

The Board administers the *Public Service Staff Relations Act*. Its responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally providing an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised and/or enforced. The Board is also responsible, through the Pay Research Bureau, for obtaining information on rates of pay, employee earnings, conditions of employment and related practices, prevailing both inside and outside the public service, to meet the needs of the parties bargaining in the federal public service.

The Board also administers the provisions of the *Parliamentary Employment and Staff Relations Act*, as well as certain provisions of Part IV of the *Canada Labour Code*.

Access Procedures

A formal request under the *Privacy Act* should be made by completing a Personal Information Request Form and forwarding it to:

Secretary-Registrar
Public Service Staff Relations Board
240 Sparks Street
P.O. Box 1525, Station B
Ottawa, Ontario
K1P 5V2
(613) 990-1804

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SRB/P-PU-005
Application for Employment
Description: This bank contains completed application for employment forms, résumés, letters of reference and departmental replies to applications.
Class of Individuals: Individuals seeking employment with the Board.
Purpose: This bank exists to retain applications for employment with the Board.
Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.
Retention and Disposal Standards: Files are retained for two years from date of receipt and then destroyed.
PAC# = 86-001
Related to COR: SRB/ADM-920
TBS Registration Number: 000769

SRB/P-PU-010
Personal Service Contracts
Description: This bank contains information on personal service contracts such as invoices, rates of pay, expenses incurred and payment records.
Class of Individuals: Individuals hired under contract and part-time Board members hired by Orders-in-Council.
Purpose: This bank exists to record payments made to individuals hired under contract with the Board.
Consistent Uses: To support decisions relating to the authorization of personal service contract payments.
Retention and Disposal Standards: Files are retained for six years following the fiscal year in which services were performed and then destroyed.
PAC# = 86-001
Related to COR: SRB/ADM-914
TBS Registration Number: 000770

SRB/P-PU-015
Access Requests Data Bank
Description: This bank contains access request forms, replies to such requests and information relating to their processing.
Class of Individuals: Members of the general public and federal government employees seeking access to information relating to themselves or to programs and activities of the Board.
Purpose: This bank exists to process requests for access to information, i.e., granting or refusing the release of information held by the Board.
Consistent Uses: To support decisions relating to the processing of access requests; to compile, on a periodic basis the number of requests received and to record the status and particulars of each request, fees charged, etc.
Retention and Disposal Standards: Files are retained for two years after last administrative action and then destroyed.
PAC# = 86-001
Related to COR: SRB/ADM-903
TBS Registration Number: 000771

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

CENTRAL BANKS

SRB/P-CE-701
References of Grievances to Adjudication
Description: This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board.
Class of Individuals: Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board.
Purpose: The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions.
Consistent Uses: To support decisions made by the Board concerning adjudicable grievances.
Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes.
PAC# = 85-013
Related to COR: SRB/OSR-065
TBS Registration Number: 000772

SRB/P-CE-702

Objections to Managerial and Confidential Exclusions

Description: This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board.

Class of Individuals: Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament.

Purpose: The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity.

Consistent Uses: To support decisions made by the Board concerning the exclusion of persons from bargaining units.

Retention and Disposal Standards: Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed.

PAC# = 85-013

Related to COR: SRB/OSR-075

TBS Registration Number: 000773

SRB/P-CE-703

Complaints of Unfair Practices

Description: This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board.

Class of Individuals: Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board.

Purpose: The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the *Public Service Staff Relations Act* or its regulations, or the *Parliamentary Employment and Staff Relations Act* or its regulations.

Consistent Uses: To support decisions made by the Board concerning complaints of unfair practices.

Retention and Disposal Standards: Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes.

PAC# = 85-013

Related to COR: SRB/OSR-060

TBS Registration Number: 000774

SRB/P-CE-704

Revocation of Certification of Bargaining Agents

Description: This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board.

Class of Individuals: Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents.

Purpose: The purpose of this bank is to record, for determination by the Board, applications made by persons under section 41 of the *Public Service Staff Relations Act* or section 29 of the *Parliamentary Employment and Staff Relations Act* for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit.

Consistent Uses: To support decisions of the Board concerning applications for revocation of certification of bargaining agents.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes.

PAC# = 85-013

Related to COR: SRB/OSR-025

TBS Registration Number: 000775

SRB/P-CE-705

Applications for Extension of Time

Description: This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board.

Class of Individuals: Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding.

Purpose: The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding.

Consistent Uses: To support decisions made by the Board concerning applications for extension of time.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes.

PAC# = 85-013

Related to COR: SRB/OSR-110

TBS Registration Number: 000776

SRB/P-CE-706

Requests for Review of Decisions

Description: This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests.

Class of Individuals: Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend, alter or vary any decision made by the Board.

Purpose: The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 25 of the *Public Service Staff Relations Act* or section 17 of the *Parliamentary Employment and Staff Relations Act* for the Board to review, rescind, amend, alter or vary any decision or order made by it.

Consistent Uses: To support decisions made by the Board concerning requests to review decisions.

Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes.

PAC# = 85-013

Related to COR: SRB/OSR-050

TBS Registration Number: 000777

SRB/P-CE-707

Consent to Prosecute

Description: This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board.

Class of Individuals: Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the *Public Service Staff Relations Act*.

Purpose: The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition

contained in certain sections of the *Public Service Staff Relations Act* or the *Parliamentary Employment and Staff Relations Act*.
Consistent Uses: To support decisions made by the Board regarding applications for consent to prosecute.
Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes.
PAC# = 85-013
Related to COR: SRB/OSR-105
TBS Registration Number: 000778

SRB/P-CE-708
Determination of Designated Employees
Description: This bank contains lists of positions considered as "designated" positions, notice of hearings, decisions rendered by the Board and lists of "designated" employees.
Class of Individuals: Individuals employed in the federal public service who are deemed "designated" employees, that is, having duties considered to be necessary in the interest of the safety and security of the public.
Purpose: The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as "designated" employees.
Consistent Uses: To support decisions made by the Board regarding the determination of federal public service employees as being "designated" employees.
Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes.
PAC# = 85-013
Related to COR: SRB/OSR-080
TBS Registration Number: 000779

SRB/P-CE-709
Complaints — Canada Labour Code — Part IV
Description: This bank contains complaints from employees against employers for allegedly taking action against them because they acted in accordance with the provisions of sections 85 or 86 of Part IV of the *Canada Labour Code*.
Class of Individuals: Individuals employed in the federal public service.
Purpose: The purpose of this bank is to record the determination of the Board on the complaints of employees.
Consistent Uses: To support decisions made by the Board as to whether or not the employer has taken action against an employee for acting in accordance with sections 85 or 86 of Part IV of the *Canada Labour Code*.
Retention and Disposal Standards: Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes.
Related to COR: SRB/OSR-150
TBS Registration Number: 001881

SRB/P-CE-710
Decisions of Safety Officers
Description: This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger.
Class of Individuals: Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board.
Purpose: The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision.
Consistent Uses: To support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed.
Retention and Disposal Standards: Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes.
Related to COR: SRB/OSR-145
TBS Registration Number: 001880

PARTICULAR BANKS

SRB/P-PE-801
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 86-001
TBS Registration Number: 000792

SRB/P-PE-802
Appointment of Arbitrators and Adjudicators (New)
Description: This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board.
Class of Individuals: Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council.
Purpose: The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators.
Consistent Uses: This bank is used to record and provide information on appointees.
Retention and Disposal Standards: Records are retained for 25 years.
Related to COR: SRB/OSR-155
TBS Registration Number: 002186

STANDARD BANKS

SRB/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-918
TBS Registration Number: 000780

PUBLIC SERVICE STAFF RELATIONS BOARD

SRB/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-920
TBS Registration Number: 000781

SRB/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-918
TBS Registration Number: 000782

SRB/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-925
TBS Registration Number: 000783

SRB/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-927
TBS Registration Number: 000784

SRB/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-923
TBS Registration Number: 000785

SRB/P-SE-907
Occupational Health and Safety (New)
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-922
TBS Registration Number: 002187

SRB/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-903
TBS Registration Number: 000786

SRB/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-926
TBS Registration Number: 000787

SRB/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-926
TBS Registration Number: 000788

SRB/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-921
TBS Registration Number: 000789

SRB/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-914
TBS Registration Number: 000790

SRB/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-907
TBS Registration Number: 000791

SRB/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-918
TBS Registration Number: 001879

SRB/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 86-001
Related to COR: SRB/ADM-903
TBS Registration Number: 000793

ROYAL CANADIAN MINT

Chapter 91

ROYAL CANADIAN MINT

Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown corporation reporting to Parliament through the Minister of Supply and Services. New Legislation passed in December 1987 marked the Mint's reclassification as a Schedule C-II Crown corporation. Its Head Office is in Ottawa, Ontario. Its two plants are located in Ottawa and Winnipeg, Manitoba.

The Mint's primary purpose is to produce and arrange for the production and supply of coins of the currency of Canada. It also competes on the world market for contracts to produce circulating and numismatic coins and other devices for foreign trade dollars for government departments and private firms. The Mint also operates a refinery to melt, assay and refine gold, silver, and other metals.

Access Procedures

When access to information in any of the following banks is being requested, a formal request under the *Access to Information Act* should be sent to:

Access to Information and Privacy Co-ordinator
Royal Canadian Mint
Human Resources Division
320 Sussex Drive, 2nd Floor
Ottawa, Ontario
K1A 0G8

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

RCM/P-PU-005
Mail Order Fulfilment — Individual

The purpose of this bank is to record direct mail orders for Royal Canadian Mint coins. Information in these files includes the original order, customer name and address, product and quantity ordered, amount and method of payment, payment identification number, address and method employed for shipping. This information is used to initiate fulfilment, distribution, and verification of orders for coins. The information is retained for one year from the closing date of each numismatic program.

RCM/P-PU-010
Mail Order Fulfilment — Computerized Order Master

The purpose of this bank is to capture, update and report direct mail orders for Royal Canadian Mint coins. Information in this bank includes customer name and address, product and quantity ordered, amount and method of payment, payment identification number, address and method for shipping. This information is used to record direct mail orders for coins, payment data related to orders for financial reporting, shipping documentation on fully paid orders, and names and addresses of collectors for future solicitations. Information may be accessed by any one of customer name, customer number, order number or postal code. It is retained for two years after the close of the applicable numismatic program.

RCM/P-PU-015
Direct Mail Marketing — Computerized Mail Master

The purpose of this bank is to maintain a list of direct mail customers for Royal Canadian Mint numismatic products. Information in this bank includes customer name and address, customer number, and language. This information is used to comprise a listing of purchasers of coins for future solicitation through a direct mail approach. This file is also utilized for name, address, and order status information required in the order fulfilment process and to answer enquiries from customers concerning their particular order. This bank may be accessed by any one of the following identifiers: customer name, customer number, or postal code. Records are retained for two years after the most recent purchase.

RCM/P-PU-020
Mail Order Fulfilment — Customers Relations

The purpose of this bank is to record service provided to purchasers of Royal Canadian Mint coins and answers to enquiries from the general public concerning numismatic programs. This information includes the customer's name and address. Where an order for a product is concerned, it will also include the telephone number, charge account number or other method of payment, product and quantity ordered. This information is used to aid in processing and tracing orders in cases of delay or loss. Information is accessed by the customer number, assigned by the Mail Master. The information is destroyed two years from the end of a coin program or when enquiries cease.

Classes of Personal Information

In the course of conducting the programs and activities of the Royal Canadian Mint, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes letters of appreciation; complaints and enquiries; campaigns and canvassing, such as Canada Savings Bonds and the United Way campaign; information concerning the use of copyrights and patents; records of distributors and dealers of Royal Canadian Mint products; appeals under the *Human Rights Act*. These categories are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the subject matter. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please forward requests for access to the personnel officer at one of the following addresses, as appropriate:

Privacy Co-ordinator
Royal Canadian Mint
Human Resources Division
320 Sussex Drive, 2nd Floor
Ottawa, Ontario
K1A 0G8
(613) 993-1249

Royal Canadian Mint — Winnipeg
520 Lagimodière Boulevard
Winnipeg, Manitoba
R2J 3E7

PARTICULAR BANKS

RCM/P-PE-801

Labour Time Reporting — Computerized Employee Master File

The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the Department of Supply and Services payroll system and to maintain permanent employee data. This bank contains data on approximately 800 individuals and may be accessed by employee number or name. The information is retained for two years. Termination of this bank is indefinite.

RCM/P-PE-802

Conflict of Interest

This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest. This information relates to Mint employees. The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest situations for employees of the Mint, to record apparent and potential conflicts of interest and post-employment concerns and to resolve any conflicts. Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed.

RCM/P-PE-803

Employment Equity Program

The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority. The information relates to employees of the RCM. This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority. This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity. The disposal criteria for this bank are to be established.

RCM/P-PE-804 *Formerly identified as:* RCM/P-SE-902

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievances documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)
Class of Individuals: Employees of the RCM and job applicants who are members of the general public.
Purpose: This bank provides a record of the information used in staffing positions in the Royal Canadian Mint.
Consistent Uses: To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted.
Retention and Disposal Standards: The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed.
TBS Registration Number: 002265

RCM/P-PE-805 *Formerly identified as:* RCM/P-SE-903

Attendance and Leave

Description: This bank contains absence reports and leave applications, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number (SIN) is included on these forms to verify the correct identity of the individuals, provision of the SIN by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, esepecially in time/attendance, leave control and absenteeism systems.
Class of Individuals: Employees of the RCM.
Purpose: The purpose of this bank is to support administration of employee attendance and leave within the RCM.
Consistent Uses: To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: Records are destroyed two years after the expiry of the fiscal year.
TBS Registration Number: 002266

RCM/P-PE-806 *Formerly identified as:* RCM/P-SE 906

Official Languages

Description: This bank contains course enrollment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record.
Class of Individuals: Employees of the RCM.
Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees.
Consistent Uses: The information is used to support and document

decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs.
Retention and Disposal Standards: Two years after last documentation the records are destroyed.
TBS Registration Number: 002267

RCM/P-PE-807 *Formerly identified as:* RCM/P-SE-910
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Employees of the RCM.
Purpose: The purpose of this bank is to record information used through all levels of the grievance procedure.
Consistent Uses: Information contained in this bank is used exclusively to accomodate and, where possible, resolve grievances through all levels of the grievance procedure.
Retention and Disposal Standards: Three years following date of resolution the records are destroyed.
TBS Registration Number: 002268

RCM/P-PE-808 *Formerly identified as:* RCM/P-SE-911
Discipline
Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.
Class of Individuals: Employees of the RCM.
Purpose: The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions.
Consistent Uses: This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.
Retention and Disposal Standards: The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed.
TBS Registration Number: 002269

RCM/P-PE-809 *Formerly identified as:* RCM/P-SE-912
Performance Reviews and Employee Appraisals
Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests.
Class of Individuals: Employees of the RCM.
Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations.
Consistent Uses: This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment.
Retention and Disposal Standards: Records are destroyed after three years.
TBS Registration Number: 002270

STANDARD BANKS

The following banks are located at headquarters and in the Winnipeg region.

RCM/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

RCM/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

RCM/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

RCM/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).

RCM/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).

RCM/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).

RCM/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).

RCM/P-SE-914
Parking
See Standard Bank Descriptions (Section II).

RCM/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).

RCM/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).

RCM/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).

ROYAL CANADIAN MOUNTED POLICE

Chapter 92

ROYAL CANADIAN MOUNTED POLICE

Background

The Royal Canadian Mounted Police was formed in 1873, under an Act of Parliament. In accordance with the present *RCMP Act*, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and management of the Force.

Overall Responsibilities

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of provincial governments. The RCMP has contract agreements with the two territories and all provinces, except Ontario and Quebec, to enforce criminal, territorial and provincial laws, pursuant to section 20 of the *RCMP Act*.

The headquarters of the RCMP is located in Ottawa. The RCMP is divided into divisions, each division being roughly responsible for a province or territory, and is further divided into subdivisions and detachments. Under the Commissioner at headquarters, functional direction is provided to the divisions by Deputy Commissioners in charge of Administration, Operations, Law Enforcement and Protective Services, and Corporate Management.

Specialized support is offered to the divisions by Air, Marine, Forensic Laboratory and by Identification Services.

The RCMP Academy located at Regina, Saskatchewan is responsible for recruit training. The RCMP Musical Ride and the RCMP Band are located in Ottawa and are administered by Headquarters. Additionally, the RCMP is responsible for the administration of the Canadian Police College, located in Ottawa. The Canadian Police Information Centre (CPIC), a computer-based police information system, is also based at and administered by RCMP Headquarters in Ottawa.

The CPIC system is an advanced computerized information storage and retrieval facility, designed for the use of participating Canadian law enforcement agencies. The CPIC acts as a central repository of operational data that is contributed to and maintained by participating Canadian law enforcement agencies. RCMP records entered into the system are identified in their respective Bank of Personal Information. The participating Canadian law enforcement agencies are entirely responsible for the accuracy and immediacy of the data which they supply and maintain within the CPIC System. Records entered into the CPIC system by participating Canadian law enforcement agencies must be supported by documented reports held by the originator. The originating agency is the only one entitled or enabled to alter their records in the system.

Access Procedures

All requests for personal information under the *Privacy Act* are processed centrally and should be addressed to:

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2
Attention: Departmental Privacy Co-ordinator

The diversity of operations within the federal, provincial, municipal and territorial jurisdictions results in information storage systems that are decentralized, except for matters of national security where one master system is maintained in Ottawa. For this reason persons submitting requests for personal information on the Personal Information Request Form must indicate the geographic location they want searched.

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Enforcement Services Directorate

CMP/P-PU-005

Operational Case Records

Description: This bank contains personal information on individuals who have been involved in investigations under the *Criminal Code*, federal and provincial statutes, municipal by-laws and territorial ordinances. This bank contains investigational and occurrence reports, statements, exhibit reports, copies of court documents such as summonses, warrants, etc., court briefs, and in some instances records relating to criminal histories. *In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the location where the investigation occurred. Individuals wishing to access only specified information should identify the material desired to expedite the processing of their requests.* Information in this bank may be maintained in hard copy files as well as in automated form such as the Canadian Police Information Centre (CPIC), Police Information Retrieval System (PIRS), Division Information Bank (DIB) and the Automated Intelligence Drug System (AIDS). Information in the Social Insurance Registry may be disclosed to the RCMP pursuant to an agreement between EIC and the RCMP under section 126 of the *Unemployment Insurance Act*.
Class of Individuals: Individuals involved in or the subject of criminal investigations.
Purpose: Compiled in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. The social insurance number (SIN) is used only for the following purposes: to establish the accurate identification of an individual; to aid in the identification of a deceased person and locate their next-of-kin; or to identify and locate the owner of lost or stolen property that has a SIN inscribed.
Consistent Uses: This information is used by accredited domestic and foreign law enforcement and investigative agencies, departments of the Criminal Justice System and Courts in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. This information is also used by federal departmental security officers for security and reliability screening. This information may also be used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Records in this bank are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123
TBS Registration Number: 000997

CMP/P-PU-010

Community Relations/Crime Prevention

Description: This bank contains personal information on individuals involved in regional RCMP Crime Prevention/Police Community Relations Programs such as the RCMP Supernumerary Special Constable Program as part of the youth employment initiative of Employment and Immigration Canada or other divisional crime prevention programs. Such programs are intended to prevent and control the incidence of crime and protect life and property and to

provide the candidates with the opportunity to interface with the police function and criminal justice system as a whole. This bank contains applications, written terms of involvement, and any other record used in accepting or rejecting an individual to participate in such a program. Information in this bank is not generally carded or indexed to an individual. *In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their involvement in the RCMP program, including the geographic location, dates and name of the program, to retrieve information of interest. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.*
Class of Individuals: Individuals who have applied for and served in regional RCMP Community Relations/Crime Prevention Programs.
Purpose: This information is used to determine the suitability of individuals to participate in RCMP Community Relations/Crime Prevention Programs.
Consistent Uses: The information is also used for research, planning, evaluation and statistics.
Retention and Disposal Standards: Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and they are subsequently transferred to the National Archives of Canada, then to the National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years.
PAC# = 69-164
TBS Registration Number: 000998

CMP/P-PU-020
Regulatory Agency Enforcement History Records
Description: This bank contains personal information on individuals who have been accepted as registrants with provincial regulatory agencies. Some of these individuals have criminal/regulatory histories. Information in this bank contains biographical data supplied by regulatory agencies on individuals who have been licensed in the following financial sectors: securities, real estate, mortgage broker, insurance, franchise and commodities. Other related material may also be found in these records. Information in this bank is maintained in hard copy as well as on microfilm.
Class of Individuals: Individuals who have become registrants pursuant to provincial legislation. Some of these individuals have criminal/regulatory histories.
Purpose: Compiled in the interest of enforcement responsibilities relating to investigations to detect, prevent and suppress crime within the financial sectors of the Canadian economy pursuant to federal/provincial legislation.
Consistent Uses: The repository is utilized by federal and provincial regulatory agencies and the Royal Canadian Mounted Police to carry out enforcement responsibilities relating to investigations within the various financial sectors of the Canadian economy. The information may also be utilized by accredited foreign governments for regulatory and investigative purposes. Authorization for the repository is subject to Cabinet Document 612/66.
Retention and Disposal Standards: Records within this bank are retained for a minimum of six calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123
TBS Registration Number: 001000

CMP/P-PU-025
National Security Enforcement Records
Description: This bank contains personal information about individuals who come to the attention of the RCMP in the course of national security enforcement including information collected in the fulfilment of the primary responsibility conferred by subsection 61(1) of the *Security Offences Act*, more particularly information obtained or prepared for investigation purposes in respect of an offence under any law of Canada where a) the alleged offence arises out of conduct constituting a threat to the security of Canada within the meaning of the *Canadian Security Intelligence Service Act*, or b) the victim of the alleged offence is an internationally protected person within the meaning of section 2 of the *Criminal Code*, or the apprehension of the commission of such an offence. This bank also contains security assessments relating to internationally protected persons. Information in this bank may be maintained in hard copy files as well as in automated form. *In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the geographic location where the information search is to be conducted.*
Class of Individuals: Individuals who come to the attention of the RCMP during the course of national security enforcement, including fulfilment of the primary responsibility pursuant to subsection 61(1) of the *Security Offences Act*, and internationally protected persons.
Purpose: Information in this bank is used by the RCMP whose duties involve the enforcement of the law and the prevention of crime in carrying out its mandate and responsibilities in relation to national security enforcement and for the purposes of security and reliability screening.
Consistent Uses: The information is used in the course of national security enforcement including fulfillment of the RCMP's primary responsibility conferred by subsection 61(1) of the *Security Offences Act*. Information is required to carry out their mandate and responsibilities in relation to national security enforcement and for security and reliability screening. Information in this bank is used by domestic and foreign law enforcement and investigation agencies in connection with their official duties and responsibilities in relation to the enforcement or administration of the law and to carry out their mandate and responsibilities in relation to national security enforcement. It is also used by CSIS and other federal department security officers for security and reliability screening. It is also disclosed to domestic and foreign law enforcement and investigative agencies in connection with national security enforcement.
Retention and Disposal Standards: Presently under review.
Exempt: Exemption to be requested or pending.
TBS Registration Number: 001001

CMP/P-PU-026
Governor in Council Appointment Personnel Records

This bank contains personnel information on current, former and possible incumbents of positions occupied by order of the Governor in Council. Records include appointment information, classification level, correspondence and memoranda, education and employment history, pay, selection documents, CSIS Intelligence, computer records and criminal records. The information relates to individuals who are being considered and who have been appointed by order of the Governor in Council. This information is collected for the Privy Council Office to assist in selecting candidates for Governor in Council appointments. This bank is used for gathering and storing information on potential Governor in Council appointments which is primarily and exclusively passed on to the Privy Council Office at its request. The standards for retention and disposal are presently under review.

CMP/P-PU-055
Protection of Personnel and Government Property
Description: This bank contains personal information on individuals who have been involved in investigations concerning threats, potential threats, or incidents against persons of national or international importance or involving government property. This bank contains investigational and occurrence reports, statements, and related correspondence as well as personal information on numerous individuals the RCMP has an obligation to protect. *In addition to the requirements indicated on the Personal Information Request Form,*

individuals must provide their full name, date of birth and the geographic location where the information search is to be conducted.

Class of Individuals: The information relates to any person considered a threat or possible threat and victims of threats or possible threats.

Purpose: This information was compiled to assess whether or not given individuals pose a threat or are victims of threats as well as for the purposes of administration and enforcement of the law and detection and prevention of crime.

Consistent Uses: This information is used by domestic and foreign law enforcement agencies in the administration and enforcement of the law and in the detection and prevention of crime. It is used by federal department security officers for security and reliability screening. It is also used for research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123

Related to COR: CMP/PRO-155

TBS Registration Number: 001006

Enforcement Services Directorate/Criminal Intelligence Services Canada (CISC)

CMP/P-PU-015

Criminal Operational Intelligence Records

Description: This bank contains personal information on individuals who have been involved in criminal intelligence investigations relating to such things as organized crime, terrorism, drugs, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. Also included in this bank are records concerning administration, policy and management functions of confidential human sources and witnesses requiring protection relating to criminal operations. This bank contains investigations and occurrence reports, statements and related documentation. Information in this bank may be maintained in hard copy files as well as in automated form such as Automated Criminal Intelligence Information System (ACIIS) and FOCUS, Police Information Retrieval System (PIRS) and Division Information Bank (DIB).

Class of Individuals: Individuals involved in or the subject of criminal intelligence investigations.

Purpose: Compiled in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

Consistent Uses: The information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is also used by federal departmental security officers for security and reliability screening, as well as for research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123

Exempt: Yes

Related to COR: CMP/CIS-095

TBS Registration Number: 000999

Identification Services Directorate

CMP/P-PU-030

Criminal History Records and Identification Fingerprints

Description: This bank contains a record of criminal charges and dispositions, photographs, fingerprints and related correspondence identifiable by fingerprints. It also contains identification fingerprints taken pursuant to the *Immigration Regulations*, 1978 and fingerprints of employees of the RCMP and the CSIS. *In addition to the requirements indicated on the Personal Information Request Form individuals who wish to obtain copies of their criminal records must forward a complete set of fingerprints taken by the RCMP or any other law enforcement agency.* These fingerprints are used for the purposes of search and positive identification only, and will be returned with the access requests results. Information in this bank may be maintained in hard copy files, as well as in automated form in the Canadian Police Information Centre (CPIC).
Class of Individuals: Individuals who have been fingerprinted as a result of criminal charges, individuals fingerprinted under the *Immigration Regulations*, 1978 and employees of the RCMP and the CSIS.
Purpose: Law enforcement, security/reliability clearances and identification purposes.
Consistent Uses: This information is used by domestic and foreign law enforcement and investigative agencies of federal/provincial/state and municipal governments, departments of the Criminal Justice System and Courts, in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is used by the Insurance Crime Prevention Bureaus for the purpose of combating arson and auto theft, by the federal/provincial/municipal agencies for security and reliability screening, by the Canadian Security Intelligence Service for the purposes of investigating threats to the security of Canada and the preparation of security assessments. This information is also used for research planning, evaluation and statistical purposes. Fingerprints taken under authority of the *Immigration Regulations*, 1978 are used for identification purposes in the immigration process. RCMP and CSIS employee fingerprints are used to assist in the maintenance of continuously updated security/reliability clearances.
Retention and Disposal Standards: The personal information contained in this bank is broken down into several categories. The Dominion Archivist has assigned each of these categories a corresponding retention schedule which can vary from several months to the time data subject reaches the age of eighty years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123
Related to COR: CMP/IDD-105
TBS Registration Number: 001002

CMP/P-PU-035

Firearms Registration/Legislation Records

Description: This bank contains applications to register restricted weapons, registration certificates, applications for permits, permits to carry, transport or convey restricted weapons: applications for firearm acquisition certificates, firearms acquisition certificates; documentation on prohibitions, refusals and revocation of certificates and permits. The Commissioner of the RCMP has the statutory authority under section 106.6(1)(*a*) of the *Criminal Code* to maintain a registry of every Restricted Weapon Registration Certificate (Form C-306) issued under Section 106.1. *In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date and place of birth and if available, certificate or permit number.* Information in relation to registration certificates, refusals or revocations of registration certificates, and interprovincial permits to carry restricted weapon(s) is located at

RCMP headquarters in Ottawa. Information relating to other permits, certificates and prohibitions is located at the detachment or unit level. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the RCMP unit where the application was made, or the permit or certificate issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm, and in automated form in the Canadian Police Information Center (CPIC).

Class of Individuals: Individuals who have applied to register restricted weapons in Canada and have been issued a certificate; applied to the RCMP for a Firearms Acquisition Certificate and have been issued a certificate; applied for and have been issued a permit by the RCMP to carry/convey/transport a restricted weapon in Canada; been refused or have had a permit or certificate revoked; or have been prohibited from possessing firearms.

Purpose: The administration and enforcement of firearms control legislation in Canada.

Consistent Uses: Information in this bank is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments, and chief provincial firearms officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime in general.

Retention and Disposal Standards: Information in this bank is retained for a minimum of two calendar years. Some personal information in this bank may be retained permanently pursuant to section 106.6 of the *Criminal Code*. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123

Related to COR: CMP/IDD-110

TBS Registration Number: 001003

CMP/P-PU-040

Lost or Stolen Passports

Description: This bank contains personal information about individuals who have lost their passports or who have had their passports stolen. Information contained in this bank is provided by and is a copy of the Department of External Affairs Passport Office file. *In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date and place of birth and passport number if known. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.* Information in this bank may be maintained in hard copy files as well as in automated form in the Canadian Police Information Center (CPIC).

Class of Individuals: Individuals who have lost passports or had them stolen.

Purpose: To locate lost or stolen passports and prevent their illegal use.

Consistent Uses: This information is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments to recover lost or stolen passports and to identify the illegal use of these documents.

Retention and Disposal Standards: Information is retained until the passport has been located or has expired. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123

Related to COR: CMP/IDD-115

TBS Registration Number: 001004

Information Access Directorate

CMP/P-PU-045

Access Request Records

Description: This bank contains personal information on individuals who have previously submitted Personal Information Request Forms concerning RCMP information banks as well as on individuals who have been the subject of a consultation request from another government institution. It contains previously submitted Personal Information Request Forms, the replies to such requests, appeals and information relating to their processing. *When requesting access to this bank, in addition to the requirements indicated on the Personal Information Request Form, individuals must also provide their full name and date of birth.*

Class of Individuals: Individuals who have previously submitted Personal Information Request Forms concerning information obtained or prepared by the RCMP.

Purpose: To comply with the *Privacy Act* and the *Access to Information Act*, to process Personal Information Request Forms, and for research, planning, evaluation and statistical purposes.

Consistent Uses: The information is used for the processing of Personal Information Request Forms for other RCMP information banks. This information is also used for research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records within this bank are retained for two calendar years from the date of the last piece of correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated it shall be destroyed.
PAC# = 69-123

TBS Registration Number: 001005

CMP/P-PU-050

Information Disclosed to Investigative Bodies

This personal information bank contains a copy of the written request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies listed in Schedule II of the *Privacy Regulations* to the RCMP under paragraph 8(2)(*e*) of the *Privacy Act*. These nationwide requests are made concerning individuals for the purpose of law enforcement. This bank also contains the replies to such requests and particulars concerning information related to their processing. Individuals who have been involved in investigations under the *Criminal Code*, federal and provincial statutes and municipal bylaws are included in this bank. This information was compiled to comply with the *Privacy Act*, to enable RCMP to account for the number of requests under paragraph 8(2)(*e*) of the *Privacy Act*, and this bank will allow the Privacy Commissioner to audit the procedures utilized as set out in T.B. Guidelines .3.7.5. It is used to verify the conditions of disclosure to federal law enforcement bodies under paragraph 8(2)(*e*) of the *Privacy Act* and to account to the Privacy Commissioner for the number of access requests received annually under the *Privacy Act*. Personal information in this bank will be kept for two years after date of last correspondence.

Protective Policing Directorate

CMP/P-PU-060

Indices Checks — For the Protection of Persons of National and International Importance

Description: This bank contains personal information on individuals who have applied for media accreditation or who, by virtue of their employment, will be in close proximity to visiting national or international dignitaries. This bank contains biographical data supplied by individuals and is used to determine their eligibility to

obtain media accreditation; and biographical data on individuals who will have access to areas where a visiting national or international dignitary may be. In addition to the requirements on the Personal Information Request Form, individuals must identify details pertaining to the VIP visit such as name of visiting dignitary, dates and location of visit, in order to retrieve and expedite the processing of this request.
Class of Individuals: The information relates to media personnel and technicians, and any person that may be in close proximity to the VIP by virtue of their employment.
Purpose: Purpose is to determine eligibility to obtain media or service accreditation for a specific visit, and to comply with VIP Security Branch mandate.
Consistent Uses: This information is used by accredited domestic law enforcement agencies to support decisions as to whether media/service accreditation will be granted.
Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123
TBS Registration Number: 001007

Department Security Branch

CMP/P-PU-065
Security/Reliability Screening Records

This bank contains personal data, such as criminal records, fingerprints, investigative reports and related correspondence, security analysis with respect to the Security/Reliability screening process of applicants for and employees of the RCMP and other individuals employed with the RCMP. It also contains personal information about the subject, his or her immediate family, the names and comments of previous employers and character references, and possibly the names and activities of associates with whom the subject might have contact. Also on file is the level of security clearance or reliability check granted, or the reason same was denied or revoked. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and specify whether it is security or reliability clearance records they want to access. When accessing reliability clearance records, individuals must also indicate the division in which they applied or were (are) employed. RCMP members must indicate their regimental number. Public servants must indicate their public service number. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. This bank contains personal information on individuals/applicants who are or have been the subject of security screening procedures in relation to pre-employment/employment with the RCMP and the private sector working under federal government contracts for the RCMP, when access to classified information is a requirement. This information has been obtained to support decisions taken in determining the suitability for a security clearance when an employee/applicant will have access to classified information. The reliability screening is required to assess the honesty, trustworthiness and discretion of an employee/applicant when performing duties regarding essential services to the public such as law enforcement and administration of justice, confidentiality of Cabinet activities and ministerial advice relating to the above; access to cash, drugs, hazardous material; responsibility for the well-being of persons in custody or control and people employed in automated records and programs. This information is used to support decisions taken in determining the suitability for a security clearance/reliability check when an employee/applicant will have access to classified information. The retention and disposal schedule for these records is under review by the Dominion Archivist.

Personnel Directorate

CMP/P-PU-070
Applicants' Records
Description: The file contains such material as applicant evaluations, education test answer sheets, essays, candidate assessments, engagement check sheet, psychometric test score sheets, applicant dental examinations, standard tests of fitness results, medical examination for RCMP applicants and related correspondence. Information on successful applicants who are engaged in the RCMP is placed in the members' personnel records (CMP/P-PE-801), service records (CMP/P-PE-802) and medical records (CMP/P-PE-808). *In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the location where the last application was made. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.* Security/Reliability screening records have to be accessed via CMP/P-PU-065. Complaints dealing with the suitability of individuals may be found in bank CMP/P-PU-085.
Class of Individuals: This bank contains personal information on individuals who have applied for engagement in the RCMP as regular members (which includes special constables) or civilian members.
Purpose: This information is used to determine the suitability of individuals for engagement in the RCMP.
Consistent Uses: This information is also used for research, planning, evaluation and statistics.
Retention and Disposal Standards: Information on unsuccessful applicants is maintained for a period of three calendar years at the headquarters of the division to which they applied.
PAC# = 69-164
Related to COR: CMP/SPA-920
TBS Registration Number: 001008

CMP/P-PU-075
RCMP Police Car Accidents/Claims By or Against the RCMP
Description: This bank contains investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. *In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their contact with the RCMP including the date, nature and geographic location of the occurrence. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.*
Class of Individuals: This bank contains personal information on individuals who have been involved in RCMP transport accidents or assessment respecting damage or loss in relation to property, and other similar claims by or against the RCMP.
Purpose: This information is used to determine liability for motor vehicle accidents and to process damage settlements.
Consistent Uses: Information in this bank is also used for the internal administration of the RCMP, research, planning, evaluation and statistics.
Retention and Disposal Standards: Information in this bank is retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 78-001
Related to COR: CMP/SSD-913
TBS Registration Number: 001009

CMP/P-PU-085
Complaints Against the RCMP or a Member, Enquiries and General Assistance
Description: This bank contains service and criminal investigation

reports, occurrence reports, voluntary and ordered statements of members, statements of witnesses and complainants, and related correspondence of members and complainants. *In addition to the requirements indicated on the Personal Information Request Forms, individuals must provide their full name, date of birth, sufficient detail of the occurrence, and the geographic location where the information search is to be conducted. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.* Service or internal investigations dealing with complaints from the public and which result in discipline against a member may be located in bank CMP/P-PE-805.

Class of Individuals: This bank contains personal information on individuals who have been involved in complaints against the RCMP or its members, general enquiries by the public concerning the RCMP, and cases of general assistance to the public by the RCMP.

Purpose: This information is used for the internal administration of the RCMP.

Consistent Uses: The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to enquire into grievances and investigate complaints against the RCMP or its members. Information in this bank is also used for research, planning, evaluation, press releases and statistical purposes.

Retention and Disposal Standards: Information in this bank is retained for a minimum of two calendar years. Where the record has been designed as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-123

Related to COR: CMP/SPA-918

TBS Registration Number: 001011

CMP/P-PU-090

Honours and Awards

Description: This bank contains recommendations, supporting material, social insurance numbers (SIN) in some cases, and any assessments relating to the granting of an honour or award. The SIN is collected under the authority of the FAAS-7 for the purpose of maintaining information relative to the Incentive Awards Plan. *In addition to the requirements indicated on the Personal Information Request Form, individuals must provide the geographic location and sufficient detail of circumstances as may relate to them. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.*

Class of Individuals: This bank contains personal information on individuals who have been recommended for an honour or award (usually for an act of bravery or distinguished service to the country), where the RCMP has provided supporting data to the issuing authority.

Purpose: This information is used by the issuing authorities of various honours and awards programs to assist in determining whether or not to grant an honour or award. The SIN is used/collected for the purpose of issuing awards (cheque and T4 — 1A slip for income tax purposes) under the Suggestion and Merit Awards program.

Consistent Uses: This information may also be used for research, planning, evaluation and statistics.

Retention and Disposal Standards: Information in this bank is retained for a minimum of three calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 78-001

Related to COR: CMP/SPA-918

TBS Registration Number: 001012

Training Directorate

CMP/P-PU-080

Courses Administered by the RCMP

Description: This bank contains a record of nominal rolls, in some cases assessments including examinations, tests and other forms of performance measures and related documents. This bank also contains personal information on public servants employed by the RCMP, including their social insurance number (SIN), who have participated in courses administered by the RCMP or sponsored by an outside agency. It also includes the SIN of RCMP members who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the *Public Service Staff Relations Act* and the *Public Service Employment Act*. For members of the RCMP, assessments are also maintained on their personnel file (Bank CMP/P-PE-801). *In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, regimental number if applicable, the title, location and date of the course as well as whether they were an instructor or candidate. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests.*

Class of Individuals: This bank contains personal information on individuals who have applied for or attended, as candidates or instructors, training and development or educational courses administered by the RCMP and/or the PSC.

Purpose: This information is used to support qualifications for certificates, awards or diplomas, determine the eligibility of candidates for future courses and support the renewal of an instructor's personal service contract. The information pertaining to public servants' and RCMP members' social insurance numbers is for the purpose of managing training throughout the public service and for administering courses provided by the PSC Staff Development Branch.

Consistent Uses: This information is also used for research, planning, evaluation and statistics.

Retention and Disposal Standards: Information in this bank is retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 86-001

Related to COR: CMP/TRD-927

TBS Registration Number: 001010

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to:

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2
(613) 993-5162

PARTICULAR BANKS

The following banks are located at Headquarters and the regions and cover members of the RCMP, police casuals and civilian employees except public service employees. For a complete list of material contained in each personal information bank, members should consult the RCMP Record Management Manual. In order to speed the processing of their requests, individuals should follow the access procedures as outlined in each bank.

Information concerning security clearance, applicants and courses administered by the RCMP is contained in public banks.

Personnel Directorate

CMP/P-PE-801

RCMP Member Personnel Records

Description: Information in this bank provides an overview of the member's service. The file contains such material as training assessments, recommendations for promotion and transfer, personal interview reports and appraisal reports, information pertaining to personnel, gathered during the Officer candidate program, guidance and advice, outstanding debts, compassionate transfers, commendations, awards, notification of shortcomings and related documents. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, or reserve members.
Purpose: The bank is used to make decisions on promotion, postings and continued service.
Consistent Uses: This information may also be used for research, planning, evaluation and statistical analysis.
Retention and Disposal Standards: These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-918
TBS Registration Number: 001013

CMP/P-PE-802

RCMP Member Service Records

Description: Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment and Certificate of Security Clearance. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian or reserve members.
Purpose: This information is used for the internal administration of the RCMP and its benefit program.
Consistent Uses: This information may be used for research, planning, evaluation and statistical purposes. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the *RCMP Superannuation Act*, section 27, or under the *RCMP Pension Continuation Act*, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department.
Retention and Disposal Standards: Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-918
TBS Registration Number: 001014

CMP/P-PE-803

RCMP Member Transfer/Promotion Board Proceedings/ Staffing Action Files/Officer Candidates Assessment Board Proceedings

Description: This bank contains career resumes, performance indicators, recommendations of Transfer/Promotion Boards or assessment boards, data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Assessment Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: Information in this category is maintained on all constables, non-commissioned officers, special constables and civilian members who have been considered for lateral or promotional transfers by Transfer/Promotion Boards or who have appeared before Officer Candidate Assessment Boards for commissioned rank and all officers, civilian members and special constables or officer equivalent who have been considered for promotion by the Commissioner or his delegate.
Purpose: This information is used to select candidates for promotion and appointment to commissioned rank and staff positions.
Consistent Uses: This information may also be used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-920
TBS Registration Number: 001015

CMP/P-PE-804

RCMP Member Grievance Records

Description: This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP.
Purpose: This information is used by senior management of the RCMP in resolving grievances which are submitted under Regulation 45(1) of the *RCMP Act*.

Consistent Uses: This information may also be used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-926
TBS Registration Number: 001016

CMP/P-PE-805

RCMP Member Discipline and Quashed Discipline Records

Description: This bank contains personal information on regular and civilian members who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Discipline and quashed discipline files can contain the following service investigation reports which warrant disciplinary action being taken: cautionings, warnings, service court proceedings, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offences by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP/P-PU-085; court decisions and appeals; correspondence concerning alleged misconduct: compulsory discharge material resulting from misconduct and criminal offences including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offences may be located in Bank CMP/P-PE-801, RCMP Member Personnel Records or CMP/P-PE-802 RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.
Class of Individuals: Regular and civilian members who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct.
Purpose: This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions.
Consistent Uses: The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. This information may also be used for research, planning, evaluation and statistical purposes.
Retention and Disposal Standards: These files are retained by the RCMP at least until the subject of the file reaches the age of 70 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC# = 69-164
Related to COR: CMP/SPA-926
TBS Registration Number: 001017

CMP/P-PE-815

RCMP Member Conflict of Interest and Post Employment Code

Description: This bank contains Member Certification Documents indicating that a member has read the Conflict of Interest and Post Employment Code for the RCMP and agrees to observe the Code as a condition of employment. The documents also indicate whether or not a member has assets or liabilities as identified in section 6, and participates in activities specified in section 9 of the Conflict of Interest and Post Employment Code of the RCMP. In addition the bank contains confidential reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post Employment Code for the RCMP. Correspondence dealing with section 1.14 of the RCMP and Post Employment compliance measures are included, as well as investigation reports and correspondence about potential and actual conflicts between the private interests or holdings of a member and the member's official duties and responsibilities.

Class of Individuals: All members of the RCMP.

Purpose: The purpose of this bank is to verify that a member has read the Code and agreed to observe it as a condition of employment, to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest, and to record any post employment compliance action required of the member, including decisions reducing the limitation period.

Consistent Uses: The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member.

Retention and Disposal Standards: Records are retained by the RCMP for the duration of employment plus two years, after which time records are destroyed.
PAC# = 86-001

TBS Registration Number: 002102

CMP/P-PE-818

Employment Equity Program

Description: This bank contains personal information on regular and civilian members and on applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 15(1) of the *Canadian Human Rights Act* (special program). Information includes whether a member or applicant is aboriginal, caucasian or non-caucasian; ethnicity, disability, if any; name and, in the case of members, regimental number. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to that dealing with employment equity programs.

Class of Individuals: Regular, civilian members, and applicants to the RCMP.

Purpose: Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with non-target group members, and to set goals for visible minority participation within the RCMP, under the authority of subsection 15(1) of the *Canadian Human Rights Act* (special program).

Consistent Uses: The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employeemnt equity.

Retention and Disposal Standards: Information in this bank may be maintained in hard copy files as well as automated format such as PARADE (Personnel Administration Research And Development). Records are retained for a minimum of three calendar years after the date of last correspondence.
PAC# = 86-001

TBS Registration Number: 002103

Personnel Directorate/Chief Financial Officer

CMP/P-PE-806

RCMP Member's Pay and Relocation Records

Description: Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, and related matters, including correspondence with the Department of Supply and Services which operates the service payroll system. This bank also contains records of relocation expenses as authorized by the RCMP Relocation Directives such as travel, transportation expenses, house hunting trips, legal fees and moving expenses. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular or civilian members.

Purpose: This information is used for the internal administration of the RCMP and its benefit program.

Consistent Uses: This information is also used for auditing, research, planning, evaluation and statistical analysis.

Retention and Disposal Standards: Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

PAC# = 78-001

Related to COR: CMP/SPA-925

TBS Registration Number: 001018

Services and Supplies Directorate

CMP/P-PE-807

RCMP General Administrative Records

Description: This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service revolver registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved.

Class of Individuals: This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services.

Purpose: This information is used for the internal administration of the RCMP.

Consistent Uses: This information is also used for research, planning, evaluation and statistical analysis.

Retention and Disposal Standards: These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of kit and clothing, the records are retained for three calendar years after date of separation. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

PAC# = 78-001

Related to COR: CMP/SPA-918

TBS Registration Number: 001019

Health Services Directorate

CMP/P-PE-808

RCMP Member Medical Records

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular or civilian members. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. *In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.* Medical information may also be included in the Personal Information Index under the Department of Veteran Affairs.

Class of Individuals: Serving and former regular members and civilian members of the RCMP and their immediate families or immediate relatives.

Purpose: To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the *RCMP Superannuation Act*, section 27, or under the *RCMP Pension Continuation Act*, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds.

Consistent Uses: Medical files are used by the Director Health Services (DHS) or Health Services Officers (HSO) to assess members' suitability to perform various duties; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage: determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: *RCMP Superannuation Act*, section 27, *RCMP Pension Continuation Act*, section 5)and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of an HSO or DHS exceptional circumstances exist or where the safety of the public or co-workers may be jeopardized, to medical practitioners for continuity of treatment and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis.

Retention and Disposal Standards: Records are retained at least until file subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

PAC# = 69-164

Related to COR: CMP/HSD-922

TBS Registration Number: 001020

Enforcement Services Directorate

CMP/P-PE-809

Auxiliary Police

Description: This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security clearance information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Individuals who have applied for and served as auxiliary police.

Purpose: Compiled in the employment process of applicants for auxiliary police.

Consistent Uses: This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

PAC# = 69-164

Related to COR: CMP/SPA-918

TBS Registration Number: 001021

CMP/P-PE-810

Police Casuals/Temporary Civilian Employees

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as police casuals. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security screening data, salary information, assessments and memoranda outlining the reasons for termination of employment. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Individuals who have applied for and served as police casuals/temporary civilian employees.

Purpose: Compiled in the employment process of applicants for police casual/temporary civilian employees.

Consistent Uses: This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes.

Retention and Disposal Standards: Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years.

PAC# = 69-164

Related to COR: CMP/SPA-918

TBS Registration Number: 001022

CMP/P-PE-811

Personnel Files on Municipal Employees Serving the RCMP

Description: The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security screening data, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

Class of Individuals: Individuals who have applied for and served the RCMP as municipal employees.

Purpose: Compiled in the employment process of applicants.

Consistent Uses: This bank is used to make decisions on hiring and continued service.

Retention and Disposal Standards: Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

PAC# = 69-164

Related to COR: CMP/SPA-918

TBS Registration Number: 001023

STANDARD BANKS

The following banks are located at headquarters and in the regions, and cover members of the public service employed by the RCMP.

CMP/P-SE-901

Employee Personnel Record

See Standard Bank Descriptions (Section II).

PAC# = 85-001

TBS Registration Number: 001024

CMP/P-SE-902

Staffing

See Standard Bank Descriptions (Section II).

PAC# = 85-001

TBS Registration Number: 001025

CMP/P-SE-903

Attendance and Leave

See Standard Bank Descriptions (Section II)

PAC# = 85-001

TBS Registration Number: 001026

CMP/P-SE-904

Pay and Benefits

See Standard Bank Descriptions (Section II).

PAC# = 85-001

TBS Registration Number: 001027

CMP/P-SE-905

Training and Development

See Standard Bank Descriptions (Section II).

PAC# = 85-001

TBS Registration Number: 001028

CMP/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001029

CMP/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001030

CMP/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001031

CMP/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001032

CMP/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001033

CMP/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001034

CMP/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001035

CMP/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001036

CMP/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001037

CMP/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001038

CMP/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001039

CMP/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001040

CMP/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001041

CMP/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001042

ROYAL CANADIAN MOUNTED POLICE EXTERNAL REVIEW COMMITTEE

Chapter 93

Background

The RCMP External Review Committee was created on December 18, 1986 as a result of the 1976 Report of the Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police.

Responsibilities

The RCMP External Review Committee is a neutral third party that provides an independent and impartial review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to it from the Royal Canadian Mounted Police. The Committee reports annually to Parliament through the Committee Chairman. The Committee may institute hearings, summon witnesses, administer oaths and receive and accept such evidence or other information as the Committee sees fit. The findings and recommendations of the Chairman or the Committee are sent to the parties and the Commissioner of the Royal Canadian Mounted Police.

Access Procedures

Requests for access to personal information held by the RCMP External Review Committee should be addressed to:

Access to Information and Privacy Co-ordinator
RCMP External Review Committee
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2
(613) 998-2894

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

MPE/P-SE-901
Employee Personnel Record (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002166

MPE/P-SE-902
Staffing (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002167

MPE/P-SE-903
Attendance and Leave (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002168

MPE/P-SE-904
Pay and Benefits (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002169

MPE/P-SE-905
Training and Development (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002170

MPE/P-SE-906
Official Languages (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002171

MPE/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002172

MPE/P-SE-909
Security Clearances (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002173

MPE/P-SE-910
Grievances (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002174

MPE/P-SE-911
Discipline (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002175

MPE/P-SE-912
Performance Reviews and Employee Appraisals (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002176

MPE/P-SE-913
Travel and Relocation (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002177

MPE/P-SE-914
Parking (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002178

MPE/P-SE-915
Conflict of Interest and Post-Employment Code (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002179

MPE/P-SE-916
Employee Assistance (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002180

MPE/P-SE-917
Identification and Building-Pass Cards (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002181

MPE/P-SE-918
Affirmative Action Program (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002182

MPE/P-SE-919
Personal Harassment (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002183

MPE/P-SE-920
Incentive Awards (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002184

SCIENCE COUNCIL OF CANADA

Chapter 94

SCIENCE COUNCIL OF CANADA

Background

The Science Council of Canada was created by the federal government in 1966 to provide independent advice on science and technology policy in Canada. Its duties are set out in the *Science Council of Canada Act* and were enlarged by amendments made in 1978. Reporting to Parliament through the Minister of State for Science and Technology, the Council operates at arm's length from government, designing its own programs of research and publishing its findings at its own discretion. The Council is involved in a number of projects in different areas of science and technology policy at any given time. Major studies on topics selected by the Council are usually carried out under the guidance of a committee, which is composed either of Council members or of Council members and outside experts. Research and policy analysis are conducted by Science Council research staff and, when necessary, outside consultants. The work may involve conferences or workshops that permit the participation of individuals from across Canada who are concerned with the issue under study. Science Council staff also carry out feasibility studies of proposed research projects, studies of urgent issues identified by the Council executive, and studies requested by the Minister of State for Science and Technology.

The Science Council consists of a chairman, a vice-chairman and up to 28 members drawn from all regions of Canada and representative of a wide variety of disciplines and interests. A balance is maintained between the academic and industrial communities. With the exception of the chairman and vice-chairman, all serve without remuneration.

Overall Responsibilities

The Council's major responsibilities are to analyze science and technology policy issues, recommend policy direction to government, to inform Canadians as to the impact of science and technology on their lives, and stimulate discussion of science and technology policy among governments, industry and academic institutions.

Access Procedures

Information on the Council's access and privacy procedures may be obtained from the Access to Information and Privacy Co-ordinator. All written requests should be addressed to:

Access to Information and Privacy Co-ordinator
Science Council of Canada
100 Metcalfe Street, 17th Floor
Berger Building
Ottawa, Ontario
K1P 5M1

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries under the *Privacy Act* to the address given above.

PARTICULAR BANKS

SCC/P-PE-801
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports, and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 00619

STANDARD BANKS

SCC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000605

SCC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000606

SCC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000607

SCC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000608

SCC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000609

SCC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000610

SCC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000611

SCC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000612

SCC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000613

SCC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000614

SCC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000615

SCC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000616

SCC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000617

SCC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000618

SCC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000620

SCC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000621

SCC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000622

SCC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000623

SECURITY INTELLIGENCE REVIEW COMMITTEE

Chapter 95

Background

The Security Intelligence Review Committee was established under the *Canadian Security Intelligence Service Act* on July 14, 1984.

Access Procedures

Formal requests under the *Privacy Act* should be forwarded to:

The Chairman
Security Intelligence Review Committee
P.O. Box 2430
Postal Station D
Ottawa, Ontario
K1P 5W5
Attention: Access to Information and Privacy Co-ordinator
(613) 990-8052

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SIR/P-PU-005

Section 41 of the Canadian Security Intelligence Service Act — Complaints Against the Canadian Security Intelligence Service

The Security Intelligence Review Committee may receive complaints from any person with respect to any act or thing done by the Canadian Security Intelligence Service (CSIS) and the Committee shall investigate the complaint if (a) the complainant has made a complaint to the Director with respect to that act or thing and the complainant has not received a response within such period of time as the Committee considers reasonable, or is dissatisfied with the response given; and (b) the Committee is satisfied that the complaint is not trivial, frivolous, vexatious or made in bad faith. Upon completion of its investigation of a section 41 complaint, the Review Committee shall provide the Solicitor General and the Director of the Canadian Security Intelligence Service with a report and will then advise the complainant of the Committee's conclusions and recommendations. The information was obtained to complete investigations resulting from the submission of a complaint against the CSIS under section 41 of the *Canadian Security Intelligence Service Act*. Consistent uses are to support the recommendations resulting from the investigation of a complaint.

SIR/P-PU-010

Section 42 of the Canadian Security Intelligence Service Act — Complaints from Federal Employees — Including DND and Contractors

When complaints are received from individuals where, by reason only of the denial of a security clearance required by the Government of Canada, a decision is made by a deputy head to deny employment to an individual or to deny a promotion or transfer to an individual, or to deny an individual or any other person a contract to provide goods or services to the Government of Canada, the deputy head shall send, within ten days after the decision is made, a notice informing the individual of the denial of the security clearance. The Review Committee shall, as soon as practicable after receiving a complaint made under section 42, send to the complainant a statement summarizing such information available to the Committee as will enable the complainant to be as fully informed as possible of the circumstances giving rise to the denial of the security clearance and shall send a copy of the statement to the Director of the Canadian Security Intelligence Service. Upon completion of an investigation in relation to a complaint under section 42, the Review Committee shall provide the Solicitor General, the Director of the Canadian Security Intelligence Service and the deputy head concerned with a report containing any recommendations that the Committee considers appropriate and those findings of the investigation that the Committee considers it fit to report to the complainant. This information was obtained as part of an investigation by the Review Committee under section 42 of the *Canadian Security Intelligence Service Act*. Consistent uses are to support the recommendations made following the investigation.

SIR/P-PU-015

Section 73 of the Canadian Security Intelligence Service Act — Reports Submitted to the Canadian Human Rights Commission

When, at any stage after the filing of a complaint with the Human Rights Commission and before the commencement of a hearing before a Human Rights Tribunal in respect thereof, the Commission receives written notice from a Minister of the Crown in right of Canada that the practice to which the complaint relates was based on considerations relating to the security of Canada, the Commission may (a) dismiss the complaint; or (b) refer the matter to the Security Intelligence Review Committee. The Security Intelligence Review Committee shall, as soon as practicable after a matter in relation to a complaint under subsection 36.1 of the *Canadian Human Rights Act* is referred to it, send to the complainant a statement summarizing such information available to it as will enable the complainant to be as fully informed as possible of the circumstances giving rise to the referral. Upon completion of its investigation, the Review Committee shall provide the Commission, the Minister concerned, the Solicitor General, the Director of the Canadian Security Intelligence Service and the complainant with a report containing the findings of the Committee. This information relates to any individual who has filed a complaint with the Canadian Human Rights Commission, or the person against whom the complaint was made. This information was obtained as part of an investigation by the Review Committee under section 73 of the *Canadian Security Intelligence Service Act*. Consistent uses are to support the recommendations arrived at following the investigation.

SIR/P-PU-020

Section 75 of the Canadian Security Intelligence Service Act — Citizenship Reports

The Secretary of State for Citizenship under subsection 17 of the *Citizenship Act* may make a report to the Review Committee when he is of the opinion that a person should not be granted citizenship under section 5 or subsection 10(1) or administered the oath of citizenship or be issued a certificate of renunciation under section 8 because there are reasonable grounds to believe that the person will engage in activity that constitutes a threat to the security of Canada, or that is part of a pattern of criminal activity planned and organized by a number of persons acting in concert in furtherance of the commission of any offence that may be punishable under any Act of Parliament by way of indictment. The Secretary of State shall, within ten days after the report is made, cause a notice to be sent informing the person of the report and stating that following an investigation in relation thereto, a declaration with respect to that person may be made by the Governor in Council under section 18. The Review Committee shall, as soon as practicable after a report is made to it pursuant to paragraph 1 above, send to the person with respect to whom the report is made a statement summarizing such information available to it as will enable the person to be as fully informed as possible of the circumstances giving rise to the report. The Review Committee shall, upon completion of an investigation in relation to a report made to it, make a report to the Governor in Council on all matters relating thereto; and at the same time as or after a report is made to the Governor in Council provide the complainant with a report containing the conclusions of the report. The complete report is also sent to the Director of the Canadian Security Intelligence Service and the Solicitor General. This information relates to any individual who is the subject of a report made to the Review Committee by the Secretary of State for Citizenship under section 17 of the *Citizenship Act*. This information was obtained as part of an investigation by the Review Committee under section 75 of the *Canadian Security Intelligence Service Act*. Consistent uses are to support the recommendations arrived at following the investigation.

SIR/P-PU-025

Section 79 of the Canadian Security Intelligence Act — Immigration Reports

Under section 79 of the *Canadian Security Intelligence Act*, the Minister of Employment and Immigration and the Solicitor General may make a report to the Review Committee when they are of the opinion, based on security or criminal intelligence reports received and considered by them, that a person, other than a Canadian citizen, is (a) in the case of a permanent resident, a person described in subparagraph 19(1)(*d*)(ii) or paragraph 19(1)(*e*) or (*g*) or 27(1)(*c*) of the *Immigration Act*, or (b) in any other case, a person described in any of paragraphs 19(1)(*d*) to (*g*) or 27(2)(*c*) of the *Immigration Act*. They shall, within ten days after the report is made, cause a notice to be sent informing the person that following an investigation in relation thereto, a deportation order may be made against that person. The Review Committee shall, as soon as practicable after a report is made to it, send to the person with respect to whom the report is made a statement summarizing such information available to it as will enable the person to be as fully informed as possible of the circumstances giving rise to the report. The Review Committee shall, upon completion of an investigation in relation to a report made to it pursuant to subsection 2, make a report to the Governor in Council containing its conclusion as to whether or not a certificate should be issued under subsection 40(1) and the grounds on which that conclusion is based. At the same time as or after a report is made to the Governor in Council, the Committee shall provide the person with respect to whom the report is made with another report containing the Committee's conclusions. This information relates to any individual who is the subject of a report made to the Review Committee by the Secretary of State for Immigration under sections 19 and 27 of the *Immigration Act*. This information was obtained as part of an investigation by the Review Committee under section 79 of the *Canadian Security Intelligence Service Act*. Consistent uses are to support the recommendations arrived at following the investigation.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

PARTICULAR BANKS

SIR/P-PE-801

SIRC Employee Personnel, Pay and Benefits Records

This bank contains personal information on individuals who are currently, or have been, employees of the Security Intelligence Review Committee, with respect to such material as personal evaluation forms, career résumés and job descriptions. This bank also contains correspondence relating to the administration of pay and benefits. The information was obtained to make decisions concerning hiring, promoting, transfers and continued service, and also to provide documentation for the administration of pay and benefits to Committee employees. Consistent uses are for planning, evaluation and statistical analysis and for the administration of the pay and benefits of Committee employees.

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

Chapter 96

Background

The Social Sciences and Humanities Research Council is a grant-giving body whose funds are voted by Parliament. Its mandate, in the terms of Section 5 of the *Government Organization (Scientific Activities) Act*, 1976, is "to promote and assist research and scholarship in the social sciences and humanities; and advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration." The Council administers programs of fellowships for research training and support, grants for research, international scholarly exchanges, research resources, scholarly publishing, conferences and other research-related activities.

Access Procedures

Files on all applicants for Council grants for the last four years are kept at the Council's office in Ottawa. The Council's policy on the retention/disposal of files is under review. A formal request under the *Privacy Act* should be made by completing a personal information request form and forwarding it to:

Privacy Co-ordinator
Social Sciences and Humanities Research Council
255 Albert Street
12th Floor
Ottawa, Ontario
K1P 6G4
(613) 992-0562

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SHR/P-PU-005
Applicants' History Cards and Payment Notices

Applicants' history cards for individuals and organizations are kept in all program divisions: fellowships, research grants, strategic grants, research communication and international relations. These cards, which are cumulative over the life of the program, are identified by the applicant's name and file number. The information for individual applicants includes data recorded in the Applicant Central Registry (SHR/P-PU-040), plus records of amounts requested and amounts awarded. Some program divisions and the Finance Division also keep copies of award notice forms, which contain the applicant's name, address, university, grant number, award payee, title of project, amount requested and amount awarded.

SHR/P-PU-010
Fellowship Applications and Committee Records

This bank contains records of individual applications for the following current fellowships: special M.A. scholarships, the Queen's Fellowships, doctoral fellowships, post-doctoral fellowships, Canada Research Fellowships, Bora Laskin National Fellowship in Human Rights Research, the Thérèse F. Casgrain Postdoctoral Fellowship, and applications for abolished/suspended fellowships (leave fellowships) and fellowships that are awarded every two years (the Jules and Gabrielle Léger Fellowship). It includes applications, history cards, third-party assessments, committee rankings and appraisals, and travel and administrative details for fellowship holders. The information is used to assess the applicant's education and other requirements necessary to meet the criteria of the various programs, and to evaluate the merits of the applicant for funding. Files are identified by the applicant's name and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

SHR/P-PU-015
Research Grant Applications and Committee Records

This bank contains records of applications by individuals and institutions for research grants, major research grants, negotiated grants and general research grants. It includes applications, history cards, project descriptions, third-party and committee assessments, and travel and administrative details for grant holders. The information is used to assess the eligibility and experience of the researchers applying, and the merit and scholarly significance of the proposed projects for funding. Files are identified by the applicant's name, and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

SHR/P-PU-020
Strategic Grants Applications and Committee Records

This bank contains records of applications by individuals and institutions for grants under programs administered by the Strategic Grants Division. These programs are for thematic research and research development on the themes of population aging; the family and the socialization of children; the human context of science and technology; women and work; managing the organization in Canada, and education and work in a changing society. Funds are also granted for the development of management research, Canadian Studies, research tools, support for specialized research collections, and aid to small universities. The bank includes applications, history cards, project descriptions, third-party and committee assessments, and travel and administrative details for grant holders. The information is used to assess the eligibility and experience of the researchers applying, and the merit and scholarly significance of the proposed project for funding. Files are identified by the applicant's name, and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

SHR/P-PU-025
Research Communication Applications and Committee Records

This bank contains records of applications for funding under the following programs: aid to learned journals, conference grants and aid to associations. It includes applications, history cards, third-party and committee assessments and travel and administrative details for grant holders. The information is used to determine the eligibility, merit and scholarly significance of the proposed projects for funding. Files are identified by university or association name and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

SHR/P-PU-030
International Relations Applications and Committee Records

This bank contains records of applications by individuals and organizations for grants for international representation, conferences, collaborative research, visiting lecturers and scholarly exchanges. It includes applications, third-party and committee assessments, history cards, and travel and administrative details for grant holders. The information is used to determine the eligibility of the applicants and the merit and scholarly significance of their proposals for funding. Files are identified by the applicant's name and by a three-part number indicating the competition code, the year and an identifying number. Successful and unsuccessful files are stored separately.

SHR/P-PU-035

Grant Application Records Management System (GARMS)

This system monitors and controls applications from individuals for Council grants and fellowships. The system includes three data banks: the Applicant Central Registry (SHR/P-PU-040); the Adjudication Record, Fellowships Program (SHR/P-PU-045); and the Adjudication Record, Research Grants Program (SHR/P-PU-050).

SHR/P-PU-040

Applicant Central Registry

This data bank contains information on all individuals who apply for Council grants and fellowships. Each applicant is identified by name and year of birth. The file also contains information on the applicant's academic background, sex, language of application, and citizenship (Canadian or permanent resident). The number assigned to each application made by an individual to the Council is included in the file, along with a code indicating the result of that application. This bank is used to identify applicants and constitutes a history of Council support to individuals.

SHR/P-PU-045

Adjudication Record, Fellowships Program

This data bank contains information on all individuals who apply for Council fellowships in the current competition. Each applicant is identified by name and the file number assigned to the application. The bank also contains the applicant's date of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application, the Council's decision on the application and the amount of the basic award.

SHR/P-PU-050

Adjudication Record, Research Grants Program

This data bank contains information on all individuals who apply for Council research grants. Each applicant is identified by name and year of birth, academic qualifications, discipline and the file number assigned to the application. The file also contains the title of the research project, summary of the selection committee's comments on the project, and the amounts of money requested and awarded.

SHR/P-PU-051

Adjudication Record, Research Communication Program

This data bank contains information on all individuals and associations who apply for grants within the Council's research communication program in the current competitions. Applications from individuals are identified by name and file number assigned to the application. The bank contains the applicant's date of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (French or English), the Council's decision on the application and the amount of money requested and granted. Applications from associations are identified by name of the association or university and file number assigned to the application. The bank contains the applying organization's address, the name of the person applying for the organization, and the Council's decision.

SHR/P-PU-052

Adjudication Record, International Relations Program

This data bank contains information on all individuals and associations who apply for grants within the Council's international relations program in the current competitions. Applications from individuals are identified by name and file number assigned to the application. The bank contains the applicant's date of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (French or English), the Council's decision on the application and the amount of money requested and granted. Applications from associations are identified by name of the association or university and file number assigned to the application. The bank contains the applying organization's address, the name of the person applying for the organization, and the Council's decision.

SHR/P-PU-053

Adjudication Record, Strategic Grants Program

This data bank contains information on all individuals and associations who apply for grants within the Council's strategic grants program in the current competitions. Applications from individuals are identified by name and file number assigned to the application. The bank contains the applicant's date of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (French or English), the Council's decision on the application and the amount of money requested and granted. Applications from associations are identified by name of the association or university and file number assigned to the application. The bank contains the applying organization's address, the name of the person applying for the organization, and the Council's decision.

SHR/P-PU-055

Grant Financial System

This system controls and monitors the Council's disbursements to, and accounts receivable with, individual fellowship holders. The award holder is identified by the basic personal information and file number from the Applicant Central Registry (SHR/P-PU-040). The information also includes the award holder's social insurance number, bank account number and payment requisition for funds committed. The information is used for administrative and financial control and reporting. It is also the basis for the creation of transaction files on payments to award holders, and the issuance of T4A slips.

SHR/P-PU-060

Policy and Planning, Evaluation Applicant History File

The Council's Policy and Planning Division prepares statistical analyses and projections. For its studies and reporting of client participation in Council programs, the Division uses the on-line data and applicant history cards kept by individual program divisions. It also maintains its own duplicate set of applicant history cards for the Research Grants and Strategic Grants programs, containing all information in the Applicant Central Registry (SHR/P-PU-040), plus records of amounts requested and amounts awarded.

SHR/P-PU-065

Committee Files

The Council's secretariat maintains a file of suggested candidates for membership on Council committees. Committee members are proposed by universities and learned societies. The data bank is divided into two parts: a card file with the name, address, affiliation, discipline and area of academic specialization, classed by discipline and region; and a set of binders containing personal résumés obtained from nominees, filed in alphabetical order. This bank dates from 1978.

SHR/P-PU-070
Assessor Files

Program officers in the Research Grants, Research Communication, Strategic Grants and International Relations Divisions keep card files of assessors who have evaluated projects for the Council, or who might be prospective assessors. A number of sets of assessor files are stored on an experimental basis in a microcomputer. The information contained in these files includes the assessor's name and address and area of specialization as well as a record of the project(s) that each has evaluated. Assessors are chosen from reference books listing scholars and their area of expertise and from the recommendations of other scholars. Some 8,000 to 9,000 individual assessors may be consulted each year.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

For access to the following personal information banks, please direct requests to the address listed under Access Procedures in this chapter.

PARTICULAR BANKS

SHR/P-PE-801
Conflict of Interest

This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. Information contained in this bank pertains to departmental employees. The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. Information in this bank is used to support decisions on transfers, discipline and termination of employment. Records are retained for two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

SHR/P-PE-802 *Formerly identified as:* SHR/P-SE-902
Staffing

The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; examinations papers and test results; eligilibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to employees of the institution. The bank provides a record of the informaton used in staffing positions in a government institution, and is used to select candidates, staff positions and process appeals for appointments and promotions. Access procedures: Competition number, where applicable, should be quoted. The records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed.

STANDARD BANKS

The following banks are located at headquarters.

SHR/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).

SHR/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).

SHR/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).

SHR/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).

SHR/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).

SHR/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).

SHR/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).

SHR/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).

SHR/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).

SHR/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).

SHR/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).

SHR/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).

SHR/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).

STANDARDS COUNCIL OF CANADA

Chapter 97

STANDARDS COUNCIL OF CANADA

Background

The Standards Council of Canada (SCC) was established in 1970 by an Act of Parliament to foster and promote voluntary standardization in Canada as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade, and furthering international co-operation in the field of standards.

Overall Responsibilities

The Council carries out its task through the National Standards System (NSS), a federation of accredited independent organizations concerned with standards writing, certification, and testing co-ordinated by the SCC. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It provides a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Council ensures effective Canadian participation in the work of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and any other similar international organizations engaged in the formulation of voluntary standards. Both of these international agencies have as their objective the development of standards, with a view to facilitating international exchange of goods and services. ISO work is concerned with standardization in many disciplines, except for the electrotechnology field which is IEC's responsibility.

Access Procedures

Please address requests for formal access to:

Privacy Co-ordinator
Standards Council of Canada
Suite 1200
350 Sparks Street
Ottawa, Ontario
K1P 6N7
(613) 238-3222

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SDC/P-PU-005
University Research Application
Description: This bank contains applications for a grant funded by the Council to undertake a research project on subjects judged to advance the knowledge, understanding, and appreciation of standards and standardization. It includes information on personal characteristics, and educational and employment background.
Class of Individuals: College and university faculty and postgraduate students.
Purpose: Information is obtained to enable the Council's Research Contribution Advisory Committee to make a decision on the awarding of a research grant.
Retention and Disposal Standards: The records will be retained by the Council for a period of six years.
PAC# = 78-022
Related to COR: SDC/EIB-020
TBS Registration Number: 000847

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

STANDARD BANKS

SDC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000848

SDC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000849

STATISTICS CANADA

Chapter 98

STATISTICS CANADA

Background

Statistics Canada collects and provides statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes. This is done under the authority of the *Statistics Act* which prohibits the disclosure of identifiable information to anyone but the individual concerned.

The statistical information banks maintained by Statistics Canada contain some personal information that has been obtained from a variety of sources. Information is collected directly from the individual through the censuses of population and agriculture, from sample surveys such as surveys on income and expenditure, labour force surveys and special surveys. It is also collected through certain formal agreements the agency has entered into with large social institutions and various levels of Canadian governments. These arrangements give Statistics Canada access to administrative records for the purpose of extracting data on the client populations of the institutions of Health, Education and Justice and on the activities of the population as it comes in contact with the state (e.g., the registration of births, deaths and marriages).

One of the most important of these agreements is one Statistics Canada has with Revenue Canada (Taxation) to access taxation returns for statistical purposes, thus allowing the use of an administrative file of the federal government containing a wealth of information on the socio-economic fabric of the Canadian population. The accessing of taxation records has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires. Statistics Canada also accesses administrative files of other federal government departments relating to unemployment insurance and divorces.

Information banks maintained by Statistics Canada are largely automated. Since records in these banks are meant to be used for statistical purposes and not for administrative purposes, they are rarely classified by name. In fact, few data banks contain names. Some banks are organized by a unique identifier, be it a number assigned by Statistics Canada, a number assigned by the administrative source, such as a registration number, or the social insurance number. Records in other banks are classified geographically, or by the name of the company. It should be noted that many of the statistical data banks contain only a sample of the population. To locate a statistical record, Statistics Canada will require, in most cases, not only an identifier, but additional information such as the time period in which an individual has responded to a survey, or his/her street address, or his/her industry sector.

Access Procedures

Section 12 of the *Privacy Act* gives every person the right to obtain information about him/herself contained in a personal information bank or other personal information about him/herself under the control of a government institution. Because some of the information Statistics Canada has was obtained through data-sharing agreements, such information cannot in many cases be disclosed to anyone unless express authorization is obtained from the data source. Consequently, Statistics Canada will redirect a request to the data source which, in many cases, will be more expedient in terms of time and cost savings, since that source has collected the information for administrative purposes and can more readily retrieve the information than Statistics Canada can.

Individuals seeking personal information about themselves contained in personal information banks or in classes of personal information should address their enquiries to:

Office of the Privacy Co-ordinator
26th Floor, Station P
R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario
K1A 0T6
(613) 951-9759

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Census Operations Division

STC/P-PU-005

Census of Population — Microfilmed Records

Description: This bank contains information obtained from the censuses of population taken since 1901. The records are identified by name and contain information on the social and economic characteristics of every person in the country. The records in this bank, which are organized on a geographical basis, are microfilmed copies of the original questionnaire dating back to 1901. To retrieve a record from this data bank, the precise address at the time of the census is required. Please note that only the individual named in the record can have access to information it contains, or the legal representative of a minor, incompetent or deceased person, but only to settle the affairs of the estate of that person.
Class of Individuals: All individuals in Canada at the time of the census.
Purpose: The Census of Population is a national inventory of Canada's key socio-economic phenomena, conducted at prescribed intervals by statutory requirement. The data collected, when compiled into statistics, are used for a wide range of purposes including the determination of economic and social policies, planning industrial development, and estimating needs for schools, roads and many other public services. Population figures are used to determine electoral district boundaries, and to calculate per capita grants to provinces and municipalities.
Consistent Uses: A program has been established called the Census Pension Searches to provide proof of age, or length of residence in Canada from historic census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administration records are required but no longer exist or, as in a number of cases, were never issued.
Retention and Disposal Standards: Current policy is to retain these records for 100 years.
Related to COR: STC/COP-015
TBS Registration Number: 001839

STC/P-PU-007

Census of Population — Testing Program

Description: This bank contains information collected from surveys used to test Census of Population questions. The records in this bank are organized geographically, by test module and year. To retrieve a record from this bank, the precise address at the time of the test, the name of the test module and the year surveyed are required.
Class of Individual: Individuals selected to participate in voluntary Census-testing surveys.
Purpose: The surveys are part of the testing program for the Census of Population. The objectives of the test surveys are to determine whether new or revised questions proposed for the Census can be easily understood and correctly answered, and to assess public

reaction to these questions by testing them on a small-scale and voluntary basis.

Retention and Disposal Standards: The records are retained for five years.

*Related to COR:*STC/COP-015

TBS Registration Number: 002096

STC/P-PU-010

1940 National Registration Records

Description: The records provide social and economic information on individuals as well as information on their skills.

Class of Individuals: All persons 16 years of age or older in the period 1940-1946 with the exception of those people who were, at the time of registration, members of the armed forces or a religious order, or confined to an institution.

Purpose: The information was originally obtained under the authority of the *National Resources Mobilization Act*, 1940, and the *War Measures Act* to permit the mobilization of all of the effective resources of the nation, both human and material, for the purpose of the defence and security of Canada. The National Registration Regulations pursuant to this legislation gave custody of the records to Statistics Canada, then known as the Dominion Bureau of Statistics.

Consistent Uses: A program has been established called the Census Pension Searches to provide proof of age, place of residence, family relationships or length of residence in Canada from historic census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administration records are required but no longer exist or, as in a number of cases, were never issued.

Retention and Disposal Standards: The current policy is to retain these records for 100 years.

Related to COR: STC/COP-020

TBS Registration Number: 001840

Household Surveys Division

STC/P-PU-015

Labour Force Survey

Description: The Labour Force Survey is a monthly survey conducted on a sample basis of approximately 48EùC000 households. The records are identified by name and carry information on the family composition, activities and characteristics of individuals who constitute the Canadian labour force. Data content includes the demographic profile of the respondent, employment profile, such as name of employer, hours of work, and tenure. For those without work, information is available on work history, job search activities, and type of work sought. Data are also available on the educational pursuits of the respondent. The data are maintained in such a way as to permit the production of statistics at the level of selected Census Metropolitan Areas (CMA), economic regions and the provinces, and for selected non-CMA urban areas based on quarterly estimates. It is for this reason that information relating to an individual cannot be retrieved based on name alone. The requestor must provide the month(s) and year surveyed and the precise address at the time of the survey. There are also a number of special surveys that are conducted as supplements to the Labour Force Survey covering a variety of topics including work patterns, leisure time activities, absence from work, travel to work, income, etc. To retrieve a record, the requestor must provide the subject of the special survey, the year the survey was conducted, and the precise address at the time of the survey.

Class of Individuals: Individuals who constitute the Canadian labour force.

Purpose: The main purpose of the bank is to produce unemployment figures. The data also enable a wide variety of additional information to be derived on the characteristics of the Canadian labour force and on the population over age 15 in general.

Retention and Disposal Standards: The records are retained for 50 years.

Related to COR: STC/HLD-035

TBS Registration Number: 001841

STC/P-PU-016

Special Surveys (New)

Description: This bank contains social and demographic data obtained from special ad hoc surveys, conducted by the Household Surveys Division, which do not form part of the regular survey-taking activity of the Agency. They cover a variety of socio-economic topics, including health, housing and labour market activities, as well as demographic data. The information may include name, social insurance number, addresses or telephone number.

Class of Individuals: Individuals selected to participate in the special surveys.

Purpose: The data are used by sponsoring agencies or Statistics Canada to either evaluate or benchmark existing socio-economic programs, or in the development of such programs. The data collected may be one-time ad hoc measures, or a series of point-in-time measures, including longitudinal.

Retention and Disposal Standards: The paper records are retained for five years. The machine-readable records are retained indefinitely.

TBS Registration Number: TBS Registration Number:002189

STC/P-PU-017

Fuel Consumption Survey (New)

Description: The databank contains information about personal-use vehicles in Canada, including total distance travelled, total amount of fuel consumed, average distance per unit of fuel, and total expenditures on fuel.

Class of Individuals: Individuals operating passenger cars who are selected to participate in the survey.

Purpose: The purpose of the Fuel Consumption Survey is to provide data on personal-use vehicles in Canada which can be used to measure trends in fuel consumption.

Retention and Disposal Standards: The paper records are retained for five years.

TBS Registration Number: TBS Registration Number:002190

Canadian Centre for Justice Statistics

STC/P-PU-025

Homicide Statistics

Description: This bank contains information obtained from police forces on characteristics of homicide incidents, characteristics of the victims and suspects, the relationship between suspects and victims, etc.

Class of Individuals: Individuals who are victims of homicides and individuals who are suspected of committing a homicide.

Purpose: The purpose of this bank is to provide information relating to the extent of homicide in Canada; to describe the types and circumstances of homicide incidents and offences, as well as the essential characteristics of people involved in them; and to indicate how law enforcement agencies deal with the incidents as well as the apprehended suspects.

Retention and Disposal Standards: Records are to be retained indefinitely.

Related to COR: STC/CCJ-135

TBS Registration Number: 001861

Agriculture Division

STC/P-PU-030

Agriculture Database

Description: This database contains information obtained from the Census of Agriculture which is a statutory requirement, and from both farm and non-farm surveys. The records carry information on the socio-economic characteristics of farm operators and information relating to crops, livestock, poultry, machinery, farm operating expenses and agriculture receipts. From the non-farm surveys, information is available on production, inventory and sales in both the fruit and vegetable processing and the dairy processing sectors. The database also contains information from both the grain and oilseed industries.
Class of Individuals: Individuals considered to be farm operators.
Purpose: This bank provides a base inventory of Canadian agriculture, provides input to the System of National Accounts and provides information for production, marketing and policy decisions.
Consistent Uses: Statistics Canada may release name and address information to other members of the national agricultural statistical system for statistical purposes if both the legal requirements imposed by the *Statistics Act* under section 16 and departmental list release policy guidelines are met.
Retention and Disposal Standards: Currently, records are retained for 100 years.
Related to COR: STC/AGR-445;450
TBS Registration Number: 001843

Health Division

STC/P-PU-035

Integrated Vital Statistics Database

Description: This bank has integrated information obtained from the universal systems of registration of births, marriages, deaths and stillbirths. These are originally recorded and accumulated by registrars of vital statistics in each province and territory. The information on births relates to place of birth, particulars on parents (name, birthdate, marital status of mother) and particulars of the child (surname and name). The information on stillbirths relates to particulars of the child, (place of birth, sex, weight) and particulars of parents (name, birthdate, ethnic group). The marriage component of the database contains information on the bride and bridegroom (name, marital status, birthdate, mother tongue), particulars of parents (name, birthdate, birthplace) and on the date and place of marriage. Information on deaths relates to name of deceased; date, place and cause of death. The information has been obtained through formal arrangements with the provinces and is to be used for statistical purposes only. Statistics Canada, therefore, is unable to respond to requests for information contained in this bank, pursuant to section 19(1)(*c*) of the *Privacy Act*. Any individual wishing to obtain information relating to the registration of births, marriages or deaths should contact the appropriate provincial registrar.
Class of Individuals: This information, collected annually, relates to all individuals who were born in Canada or the United States and are Canadian residents; married or died in Canada; or a Canadian resident who died in the United States.
Purpose: The purpose of the bank is to provide input into the production of estimates of births, marriages and deaths for Canada and the provinces. These data are also used in special studies relating to, for example, mortality, fertility and life expectancy. Vital statistics are the prime components used in intercensal population estimates.
Consistent Uses: The Mortality Database, which forms part of the Integrated Vital Statistics Database, is used as one of the input files in long-term medical follow-up studies. It provides information on date, cause and place of death for individuals in a particular study group (see Personal Information Bank STC/P-PU-076).
Retention and Disposal Standards: The files are retained for 100 years.
Related to COR: STC/HLT-095
TBS Registration Number: 001844

STC/P-PU-040

Divorce Statistics Database

Description: The bank contains place of residence, place of birth, date of birth, particulars on the marriages of both spouses, the alleged grounds for divorce and award of custody of dependant children. These records are obtained from the Central Divorce Registry of the Department of Justice, for statistical purposes. All requests for information relating to an individual's divorce should be directed to the Central Divorce Registry of the Department of Justice. Any requests received by Statistics Canada will be transferred to that department.
Class of Individuals: This information, collected annually, relates to all spouses in Canada for whom a decree absolute has been issued.
Purpose: The purpose of this bank is to produce data on divorce in Canada, including characteristics of the parties, number of dependants involved, alleged grounds for divorce and comparative rates for selected countries.
Retention and Disposal Standards: The files are retained for 100 years.
Related to COR: STC/HLT-095
TBS Registration Number: 001845

STC/P-PU-045

Dental Hygienists Database

Description: This bank contains socio-economic and demographic data on licensed/qualified dental hygienists. Variables include highest level of education, school years and place of graduation, type of employer, percentage of time spent in dental hygiene activities and numerically coded place of residence and employment. The files are not identified by a name but by a national registration number. The last survey was completed in 1983.
Class of Individuals: This information, collected annually, relates to licensed or qualified dental hygienists.
Purpose: The purpose of this bank is to produce statistical data on the socio-economic and demographic characteristics of dental hygienists qualified to practise and reside in Canada, and to provide information to manpower planning groups and other users as a source of data for analysis and special studies.
Retention and Disposal Standards: The files are retained for 25 years.
Related to COR: STC/HLT-090
TBS Registration Number: 001846

STC/P-PU-050

Registered Nurses Database

Description: This bank contains socio-economic and demographic data obtained from provincial nurses' associations on registered nurses licensed to practise in Canada. The information includes basic and post-basic nursing education, year and location of graduation, activity status, type of employer, position and numerically coded location of residence and employment. The files are identified by a provincial registration number.
Class of Individuals: This information, collected annually, relates to registered nurses licensed to practise in Canada.
Purpose: The purpose of this bank is to produce data on nursing manpower. These data, along with data relating to other health occupations, provide a source of national health manpower data used by planning groups and other users for analysis and special studies.
Retention and Disposal Standards: The files are retained for 25 years.
Related to COR: STC/HLT-090
TBS Registration Number: 001847

STC/P-PU-055

Hospital Morbidity

Description: This data bank contains information obtained from general and allied special hospitals in Canada on patients that have separated (discharges and deaths). The files are identified by a number assigned by the hospital and contain demographic information on the patient such as age, sex, diagnosis, surgical operations, length of stay, condition of discharge, residence of the patient etc. The files are identified by a patient number to which Statistics Canada does not have the key.

Class of Individuals: This information, collected annually, relates to patients that have been separated from general and allied special hospitals in Canada.

Purpose: The purpose of this bank is to provide national hospital morbidity statistics, including number of patients separated from general and allied special hospitals, average length of stay, and causes of hospitalization.

Retention and Disposal Standards: The files are retained for 100 years.

Related to COR: STC/HLT-080

TBS Registration Number: 001848

STC/P-PU-060

Canadian Renal Failure Register

Description: The information in this bank is provided by reports from hospital dialysis and transplantation centres, about all new patients starting treatment for chronic renal failure. Basic information includes the name of patient, socio-demographic characteristics of the patient, and diagnostic and treatment information.

Class of Individuals: This information, collected annually, relates to patients starting treatment for chronic renal failure.

Purpose: The purpose of this bank is to access the number of cases under treatment and to produce data to be used in evaluating the efficiency of the treatment modes.

Retention and Disposal Standards: The files are retained for 100 years.

Related to COR: STC/HLT-095

TBS Registration Number: 001849

STC/P-PU-065

National Cancer Incidence Reporting System

Description: The information in this bank is provided by the 10 provincial cancer registries and health authorities responsible for cancer registration in the Yukon and Northwest Territories. The information relates to each newly diagnosed case of primary cancer and includes the name of the person with cancer, socio-demographic characteristics of the person, and diagnostic information.

Class of Individuals: This information, collected annually, relates to all individuals diagnosed as having primary cancer as reported to provincial tumour registries.

Purpose: The purpose of this bank is to provide input into the production of data relating to the counts of new cases of cancer reported to provincial tumour registries by site of tumour, age, sex and method of diagnosis. These data are to provide a large base of information for the study of variations in cancer incidence by person characteristics and geographic region and to allow the monitoring of trends in cancer incidence over time.

Retention and Disposal Standards: The files are retained for 100 years.

Related to COR: STC/HLT-095

TBS Registration Number: 001850

STC/P-PU-070

Tuberculosis Database

Description: This bank contains information provided by provincial tuberculosis registries relating to the socio-demographic characteristics of the patient, diagnostic information and treatment history.

Class of Individuals: This information, collected annually, relates to individuals with new or reactivated cases of tuberculosis.

Purpose: The purpose of this bank is to produce data on the incidence of tuberculosis, including number of admissions, discharges and deaths of patients and patients in institutions classified by medical, social and personal characteristics.

Retention and Disposal Standards: The files are retained for 100 years.

Related to COR: STC/HLT-095

TBS Registration Number: 001851

STC/P-PU-075

Canada Health Survey

Description: This bank contains information obtained from the Canada Health Survey, including demographic data, health status, health consequence and risk factor information as well as anthropometric measurements and blood test analyses.

Class of Individuals: This information relates to individuals in Canada who responded to the Canada Health Survey conducted during 1978 and 1979 by Health and Welfare Canada and Statistics Canada.

Purpose: The purpose of this bank is to produce data relating to the health of Canadians, including alcohol and tobacco use, activity and fitness, seatbelt use, immune status, health problems and disability, emotional health, blood pressure, health services and medication. The data serve as input to the planning of health care, health promotion and disease prevention by governments and others.

Retention and Disposal Standards: The records will be retained for 25 years.

Related to COR: STC/HLT-115

TBS Registration Number: 001852

STC/P-PU-076

Long-Term Medical Follow-Up Study Files

Description: The Long-Term Medical Study Files are comprised of information from two sources: input study files from groups outside Statistics Canada, and the Mortality Database which is part of the Integrated Vital Statistics Database STC/P-PU-035 maintained by Health Division. The input files contain records of individuals which have been supplied by employers, unions, health surveys or other research groups. These input files are then matched to the Mortality Database to provide information on date, cause and place of death. The input study files may contain from several hundred to many hundreds of thousands of records depending on the size of the study group. Individual identifying information includes names, birthdate, birthplace and place of residence. The name of the individual's parents or spouse may also be included where this information is required to confirm the validity of a linkage. The input study file and the file containing the death records to which the study file records were linked are kept separately. An identification number is present on both files which can bring corresponding records together if necessary. The files are stored on passworded tapes in the Statistics Canada tape library.

Class of Individuals: This database contains records of individuals who form part of population groups identified by employers, unions, health surveys, or other research organizations.

Purpose: Health statistics, in general, are used to describe the state of health of the Canadian people and the occurrence of illnesses. In particular, these files are primarily used to provide researchers with data they need to compare the rates and causes of death in groups exposed to different levels or types of chemicals, diet, medical treatment, x-rays, disease, etc. This in turn gives information needed by policy makers to set appropriate levels of exposure to toxic agents in occupational, environmental and medical settings.

Retention and Disposal Standards: The files are generally retained for a minimum of five years.

Related to COR: STC/HLT-095
TBS Registration Number: 001860

Education, Culture and Tourism Division

STC/P-PU-080

Elementary/Secondary Teacher Database

Description: This bank contains information relating to the salary, qualifications, experience and teaching assignment of individuals who form part of the educational staff employed full- or part-time in public elementary-secondary schools for all provinces, except Quebec.

Class of Individuals: This information, collected annually, relates to all individuals who form part of the educational staff employed full- or part-time in public elementary/secondary schools for all provinces, except Quebec.

Purpose: The purpose of this bank is to produce statistical information relating to full-time instructional and administrative school staff at the elementary/secondary school levels in all provinces according to salary level, experience, years of education approved for salary purposes, tenure and age.

Retention and Disposal Standards: The files are to be retained for 55 years.

Related to COR: STC/ECT-165
TBS Registration Number: 001853

STC/P-PU-085

Post-secondary Teacher Database

Description: This bank contains information relating to the salary, qualifications, age, sex, immigration status, citizenship and discipline taught. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes, as well as the name of the institution and the year(s) the individual has taught at that institution.

Class of Individuals: This bank is an annual census of all educational staff employed on a full-time basis in universities and other post-secondary institutions for all provinces.

Purpose: The purpose of this bank is to produce statistical information relating to the population and salaries of full-time teachers, broken down into three distinct sections: salaries, age and qualification characteristics, and social and other characteristics.

Retention and Disposal Standards: The files are to be retained for 55 years.

Related to COR: STC/ECT-170
TBS Registration Number: 001854

STC/P-PU-090

University Student Data Bank

Description: The information in this bank is obtained from the administrative files of Canadian universities. It includes demographic data, and information relating to the individual's activities as a student, such as degree sought, discipline or specialization, etc. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes as well as the name of the institution and the year(s) the individual has studied at that instituion.

Class of Individuals: This bank contains annual information on full-time and part-time students enrolled in a Canadian university.

Purpose: The purpose of this bank is to produce statistical information on winter session undergraduate and graduate enrolment by province, institution, faculty and sex.

Retention and Disposal Standards: The files are to be retained for 55 years.

Related to COR: STC/ECT-170
TBS Registration Number: 001855

STC/P-PU-095

Post-secondary Student Survey

Description: The survey population for the 1984 Post-secondary Student Survey (approximately 944 000 individuals) was provided by the registrars of post-secondary institutions and included the name, address, telephone number and registration characteristics of all students registered in a regular credit course during the fall term of the 1983-1984 school year. A sample of 64 000 individuals was selected for the survey from this population. A total of 45 000 responses were received. The survey sought information relating to the current education, other education and employment of the respondent, as well as background characteristics. It also collected information with respect to how the respondents financed their education.

Class of Individuals: This information relates to all students registered for credit courses in Canadian universities and community colleges or equivalent institutions at the time of the survey.

Purpose: The purpose of the Post-secondary Student Survey is to provide comprehensive data on those who attend post-secondary institutions in Canada, their fields and levels of study, and how they finance their post-secondary education. The data will provide a basis for the analysis of such issues as accessibility to post-secondary education in Canada.

Retention and Disposal Standards: Records are retained for 100 years.

Related to COR: STC/ECT-170
TBS Registration Number: 001859

STC/P-PU-100

National Graduates Survey

Description: Surveys among graduates of post-secondary education programs have been carried out in 1984, 1987 and 1988. The surveys were carried out using a sample of 1982 graduates (for the 1984 and 1987 surveys) and 1986 graduates (for the 1988 survey). In each case, lists of graduates from universities, colleges and trade-vocational schools were obtained. The lists contain information relating to approximately 220 000 1982 graduates and 250 000 1986 graduates. The information includes the name, address, telephone number, graduation qualification and major field of study for each graduate. Approximately 50 000 persons were selected to be interviewed for each survey, with 36 000 responding in 1984. The 1987 survey attempted to re-interview these 36 000, obtaining approximately 31 000 responses. Information collected included the extent of work experience before graduation and in the years after graduation, occupations and industries for jobs being held two years (five years in the 1987 survey) after graduation, details of further studies since graduation, and general classificatory information (e.g., age, marital status, sex, language).

Class of Individuals: This information relates to graduates from trade-vocational, college and university programs in calendar years 1982 and 1986.

Purpose: To produce statistical information for monitoring graduates' transition from school to work and their success in finding work related to their fields of study. The information is provided to students and guidance counsellors to help choose appropriate fields of study; and to education planners to organize courses and programs of study. It is also used by analysts to develop projection models of supply and demand of manpower by occupation, seeking out imbalances in the labour market. Also included are evaluations of the extent to which graduates succeed in findings jobs related to their fields of study, and the extent to which retraining leads to career changes.

Retention and Disposal Standards: Records are retained for 100 years.

Related to COR: STC/ECT-170
TBS Registration Number: 001858

STC/P-PU-102

Creative and Performing Artists

Description: This bank contains information identifying individuals within specified criteria as visual artists, writers, actors, directors, performing musicians, composers, dancers and choreographers. Names, addresses and particular disciplines are included.

Class of Individuals: Creative and performing artists in Canada.

Purpose: The information was compiled to conduct surveys on the background, career orientation and economic well-being of those attempting to work professionally as creative and performing artists in Canada.

Retention and Disposal Standards: The information is retained indefinitely.

*Related to COR:*STC/ECT-195

*TBS Registration Number:*002098

Administration

STC/P-PU-105

Personal Service Contract Bank

Description: This bank contains the contracts, an evaluation of the work performed by the contractor, records of payments and related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors.

Class of Individuals: This information relates to all individuals who have submitted a successful bid for a contract.

Purpose: The purpose of this database is to maintain a record of personal service contracts awarded.

Retention and Disposal Standards: Unless renewed, contract files are kept for six years after completion of service.

Related to COR: STC/FIN-635

TBS Registration Number: 001175

STC/P-PU-110

Inventory of Requests Made Under the Access to Information and Privacy Acts

Description: The bank contains case files which include the request forms or letters sent by individuals requesting formal access to their files or other files controlled by Statistics Canada, the replies to such requests and information relating to their processing.

Class of Individuals: All individuals who have applied, under the *Access to Information Act* or *Privacy Act* , for access to information controlled by Statistics Canada.

Purpose: The purpose of this bank is to maintain a record of all requests received under the *Access to Information Act* and *Privacy Act*. The information is used for processing requests only, and to prepare reports for Treasury Board and Parliament on the number of requests received.

Retention and Disposal Standards: Files will be kept for two years.

Related to COR: STC/DAC-615

TBS Registration Number: 001176

STC/P-PU-115

Database on Disabled Persons

Description: This database contains information on disabled persons in Canada, including the number of disabled persons, the nature and severity of the disability and the barriers faced by disabled persons. The information also addresses the need for, as well as the use and availability of, special aids and services. Although the name of the disabled person was collected at the time of the survey, it is not data-captured and, therefore, does not appear on the automated database. The precise address of the disabled person at the time of the survey is required, therefore, to locate a record.

Class of Individuals: Disabled persons in Canada.

Purpose: The purpose of this bank is to identify those Canadians who, for health-related reasons, are limited in the amount of activity they can perform on a day-to-day basis, and the nature and severity of the disability and the barriers that they face. This information is essential, particularly to governments and private organizations, to the process of developing programs and policies to eliminate these barriers.

Consistent Uses: The 1986 Census of Population was used to identify a sample of disabled persons who were subsequently interviewed in the Health and Activity Limitation Survey. The output of this survey was linked back to the 1986 Census of Population file to obtain demographic data which were not included in the survey questionnaires. This would ease the burden on respondents since they had already provided this data for the Census.

Retention and Disposal Standards: Records are retained for 100 years.

Related to COR: STC/HLT-110

*TBS Registration Number:*001862

STC/P-PU-120

Referrals to Department of Justice re: Refusal to Complete Census of Population or Census of Agriculture Questionnaire (New)

Description: The information held in this bank consists of correspondence between Statistics Canada/Department of Justice and individuals, where they have refused to complete a Census of Population or Census of Agriculture questionnaire and the case has been referred to the Department of Justice for prosecution. The bank also contains information that enables an assessment of each case.

Class of Individuals: Individuals who have refused to complete a Census of Population or Census of Agriculture questionnaire and whose case has been referred to the Department of Justice for prosecution.

Purpose: The information in this bank is obtained in order to determine whether to pursue in a court of law those individuals who have refused to complete a Census of Population or Census of Agriculture questionnaire as required by the *Statistics Act*.

Consistent Uses: The original records are provided to the Department of Justice for prosecution purposes.

Retention and Disposal Standards: Records are retained for 15 years.

Related to COR: STC/SOP-602

TBS Registration Number: 002097

Classes of Personal Information

Business Statistics

The business database contains information which relates to the major industrial and services sectors of the economy. The information is obtained from establishments within companies through surveys, and from administrative records. It is used to describe the whole range of business activity in Canada, the goods and services produced, the cost structure of each industry and the location of industrial activity. It measures the kind and quality of goods produced, the costs of materials, labour and capital employed and the prices of both material and final products. The information is also a vital input to the System of National Accounts.

As some of the businesses surveyed are unincorporated, there is personal information in this database relating to owners of unincorporated businesses who can be identified by a social insurance number. The business data bank may contain personal information in respect of unincorporated businesses in the forestry, mining, energy and resource and manufacturing sectors; in retail and wholesale trade; in rail, road and water transportation industries; in services, communications and tourism industries; relating to general and trade contractors; and to importers and exporters.

Household Surveys

The Household Surveys Division is responsible for a number of household surveys including surveys on family expenditures, household facilities and equipment, and incomes of Canadian families and individuals. In some cases, the name of an individual respondent is collected. In other cases, the respondent may be a household unit or a spending unit. In all cases, however, the information is maintained geographically and is not intended to be retrieved by name or other personal identifier.

Following is a description of the classes of personal information maintained by the division: **Survey of Consumer Finance:** This is an annual survey of households, conducted on a sample basis, designed to measure the distribution of income and to provide other yardsticks of the economic well-being of Canadian families and individuals. The records carry information on wages and salaries and other income, selected family and personal characteristics. To retrieve a record from this class of personal information, the requestor must provide the year he/she was surveyed and the precise address at the time of the survey. For those years when the survey is carried out in conjunction with the Labour Force Survey, it may be possible to locate records relating to an individual. However, for those years when it is conducted independent of the Labour Force Survey, after the processing cycle is complete and the questionnaires are destroyed (usually after one year), it would be necessary to provide certain personal characteristics such as age and sex to permit the identification of an individual in a household group. **Family Expenditure Survey:** The survey collects information, obtained by a sample survey of households, on expenditures by families and single persons living in private households, covering their complete budgets. A primary use of the information is for reviewing and updating the weights for the Consumer Price Index. As with the other classes of personal information maintained by the agency, this information is not intended to be retrieved by name or other personal identifier.

Administrative Files Obtained from Federal Government Departments for Statistical Purposes

The *Statistics Act*, under which Statistics Canada operates, gives to the Agency the authority to access records maintained in any federal department or municipal office, corporation, business or organization where the information sought relates to the mandate of this Agency. Accordingly, Statistics Canada has entered into a number of arrangements with other federal government departments to access administrative files of those departments for the purpose of extracting data for statistical purposes. This has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires.

Since the use made by Statistics Canada of this information is secondary to the original purpose for which it was gathered, requests for access to personal information from these files should be addressed to the department responsible for the original collection of the data. Any requests received by Statistics Canada, either for a copy of an individual record or for corrections to a record, will be referred to the originating department for response.

The following is a list of the files obtained. Statistics Canada may receive the entire file or only part thereof, depending on its requirements:

Department of Employment and Immigration/Canada Employment and Immigration Commission

EIC/P-PU-054	Trainee Documentation Form for Job Entry File
EIC/P-PU-061	Trainee Documentation for the Skill Shortages Program
EIC/P-PU-066	Job Development Program
EIC/P-PU-150	Unemployment Insurance Claim File
EIC/P-PU-180	Benefit and Overpayment Master File
EIC/P-PU-210	Report on Hirings
EIC/P-PU-225	Immigrant Case File
EIC/P-PU-230	Permanent Resident Data System
EIC/P-PU-285	Visitor Case File
EIC/P-PU-290	Foreign Student Records and Case Files
EIC/P-PU-295	Temporary Worker Records and Case Files
EIC/P-PU-300	Minister's Permit Case File
EIC/P-PU-385	Record of Employment
EIC/P-PU-390	Social Insurance Number Registration

Department of National Health and Welfare

NHW/P-PU-115	Old Age Security — Master Database
NHW/P-PU-125	Family Allowances — Master Database

Department of Revenue Canada (Taxation)

RCT/P-PU-005	Individual Income Tax Return
RCT/P-PU-040	Taxation Taxpayer Master File

Routine Correspondence and Other Subject Files

In the course of conducting the programs and activities of Statistics Canada, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquiries, complaints and general correspondence which are stored as part of the general subject files and are not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address requests for formal access to:

Privacy Co-ordinator
26th Floor
R.H. Coats Building
Statistics Canada
Ottawa, Ontario
K1A 0T6
(613) 951-9759

PARTICULAR BANKS

STC/P-PE-801
Interviewer Selection/Performance Bank
Description: The bank contains application forms, results of interviews, written test results, conditions of employment, performance assessment documents and other related correspondence.

Individuals seeking access to their records should address enquiries to the appropriate regional office.
Class of Individuals: Employees hired under the *Statistics Act*.
Purpose: The purpose of this bank is to provide administrative information for interviewer selections and performance evaluations.
PAC# = 85-001
Related to COR: STC/SOP-602
TBS Registration Number: 001155

STC/P-PE-802
Federal Investigative Body Requests
Description: This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the *Privacy Act*. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request.
Class of Individuals: Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements.
Purpose: This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals.
Retention and Disposal Standards: Records are retained by the Access to Information and Privacy Offices for two years after the last administrative use.
PAC# = 78-001
Related to COR: STC/DAC-615
TBS Registration Number: 001603

STANDARD BANKS

The following banks are located at headquarters and in the regions.

STC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001156

STC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001157

STC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001158

STC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001159

STC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001160

STC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001161

STC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001162

STC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001163

STC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001164

STC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001165

STC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001166

STC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001167

STC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001168

STC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001169

STC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001170

STC/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001171

STC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001172

STC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001173

STC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001174

STC/P-SE-920
Incentive Awards (New)
See Standard Bank Descriptions (Section II).
TBS Registration Number: 002191

Deleted Personal Information Banks

The following personal information bank has been deleted:

STC/P-PU-020 Longitudinal Income Sample

The following classes of personal information, formerly under the heading, Informatics and Methodology, have been deleted. Their contents can be found under the class of personal information, Administrative Files Obtained from Federal Government Departments for Statistical Purposes:

Unemployment Insurance Monthly Beneficiary Database
Personal Income Tax Database
Old Age Security Master File

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

Chapter 99

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

Background

In 1971, the position of Co-ordinator, Status of Women was set up within the Privy Council Office. In 1976, the Office became a department of the federal government by Order-in-Council.

The primary functions of the Status of Women Canada are to advise the Minister in carrying out his or her responsibilities; to monitor policy and program development in the federal government for its impact on women; and to liaise with provincial governments, non-government organizations and international organizations, in order to maintain an awareness of their activities.

Access Procedures

All enquiries related to access to personal information under the *Privacy Act* should be directed to:

Privacy Co-ordinator
Status of Women Canada
151 Sparks Street, 10th Floor
Ottawa, Ontario
K1A 1C3
(613) 995-7839

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

OSW/P-PU-005
Talent Bank
Description: This bank contains the names and curricula vitae of potential female candidates for government boards, commissions, task forces, etc. The information is classified by experience and/or educational background.
Class of Individuals: General public.
Purpose: This bank has been established informally to respond to ministerial requests for names of women qualified to be appointed to government boards, commissions, task forces, etc. The Office of the minister responsible for the Status of Women is in charge of this bank. The names and curricula vitae of qualified women were referred by an executive search firm. Information acquired is used by the Minister to forward to colleagues when appointments are pending or being discussed.
Retention and Disposal Standards: Three to five years.
PAC# = 84-004
TBS Registration Number: 000573

Classes of Personal Information

In the course of conducting its activities, Status of Women Canada accumulates categories of personal information which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information may have been accumulated in the process of handling such complaints and enquiries as are made to the Minister and the Department. Due to the special nature of the Department's activities, these personal complaints and enquiries are usually forwarded to the appropriate department for individual assistance. The Department handles policy and program issues, but not personal program delivery matters. This form of personal information is normally retrievable only if specifics are provided concerning the issue of complaint, and the date and name of complainant. All issues dealing with federal government legislation, policies and programs as they impact on women are included.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please address all requests for formal access to the Privacy Co-ordinator at the address given above in this chapter.

STANDARD BANKS

OSW/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000574

OSW/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000575

OSW/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000576

OSW/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000577

OSW/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000578

OSW/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000579

OSW/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000580

OSW/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000581

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

OSW/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000582

OSW/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000583

OSW/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000584

OSW/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000585

THE ST. LAWRENCE SEAWAY AUTHORITY

Chapter 100

THE ST. LAWRENCE SEAWAY AUTHORITY

Background

The St. Lawrence Seaway Authority was established in 1954 by the *St. Lawrence Seaway Authority Act* (passed in 1951), and is designated a proprietary corporation (Schedule C, Part I) within the meaning and purpose of the *Financial Administration Act*.

Overall Responsibilities

The Authority was incorporated for the purpose of

- acquiring lands for and constructing, maintaining and operating all such works as may be necessary to provide and maintain, in Canada or in conjunction with works undertaken by an appropriate authority in the United States, a deep waterway between the Port of Montréal and Lake Erie;
- constructing, maintaining, and operating all such works in connection with such a deep waterway as the Governor-in-Council may deem necessary to fulfil any obligation undertaken pursuant to any present or future agreement;
- acquiring lands for, and constructing, maintaining and operating, alone, or jointly, or in conjunction with an appropriate authority in the United States, bridges connecting Canada with the United States as authorized by the incorporating Act, and in connection therewith, or as incidental thereto, acquiring with the approval of the Governor-in-Council, shares or property of any bridge company, and operating and managing bridges; and
- acquiring lands for, and constructing or otherwise acquiring, maintaining and operating such works or other property as the Governor-in-Council may deem to be necessarily incidental to works undertaken pursuant to the incorporating Act.

The three members of the Authority, appointed by Order-in-Council, as well as the Corporate Secretary, Legal Counsel and the Planning Branch are located in Ottawa, Ontario. The Finance and Accounting Branch, the Operations and Maintenance Branch, the Personnel and Administration Branch and the Audit Division are located in Cornwall, Ontario. The headquarters of the Eastern Region, which extends from Montreal to Lake Ontario, is in St. Lambert, Quebec. The Engineering Services Branch is also located there. The Western Region headquarters, which operates the Canadian-owned Welland Canal, is in St. Catharines, Ontario.

The *St. Lawrence Seaway Authority Act* was amended in 1956 to give the Authority the power to incorporate subsidiaries. There are now three: The Seaway International Bridge Corporation, Ltd., the Great Lakes Pilotage Authority, and The Jacques Cartier and Champlain Bridges Incorporated.

In addition to the foregoing, by virtue of P.C. 1976-2407 of September 28, 1976, The St. Lawrence Seaway Authority has been entrusted with the maintenance and operation of the Canadian span of the Thousand Islands Bridge over the St. Lawrence River between Lansdowne, Ontario and Collins Landing, New York, including all appurtenant structures and property located in Canada.

Access Procedures

Enquiries and requests for access to personal information should be addressed to:

Privacy Co-ordinator
The St. Lawrence Seaway Authority
Constitution Square
360 Albert Street
Ottawa, Ontario
K1R 7X7

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SLS/P-PU-005
Claim, Accident Files
Description: This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims, or the names of persons involved in accidents. This bank is maintained on a regional basis. Access to this bank will require name, address and description of the accident or the reason for the claim.
Class of Individuals: Marine crews, general public, employees.
Purpose: The purpose of this bank is to maintain information relating to claims by or against the Authority, debts due to or owed by the Authority for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals, marine crew injuries and fatalities.
Consistent Uses: The information is used for reference purposes.
Retention and Disposal Standards: Fatal accidents (other than staff) — four years; marine crew accidents — six years; motor vehicle accidents — two years. Retention period for claims/debts due to or against the Crown: amount to $1,000 — two years; in excess of $1,000 — five years.
PAC# = 72-019
TBS Registration Number: 000269

SLS/P-PU-010
Accounts Payable Files
Description: Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Computerized information exists to record various expenses, and such pertinent information as payment date, cheque number and date, name of supplier, submitted by suppliers or employees. Access to this bank will require name, address, and date of account.
Class of Individuals: Individuals, firms, employees.
Purpose: The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the Authority or for the payment of travel advances and the reimbursement of travel expenses to Authority employees.
Retention and Disposal Standards: Original accounts payable vouchers together with supporting documentation — seven years.
PAC# = 72-019
Related to COR: SLS/FAR-030
TBS Registration Number: 000270

SLS/P-PU-015
Accounts Receivable Files
Description: Files contain the names and addresses of firms and individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Computerized information exists to summarize the amounts owing and prepare billings. Access to this bank will require name and address.
Class of Individuals: Individuals, firms.

Purpose: The purpose of this bank is to maintain information on the recovery or payment of amounts of money owed to the Authority.
Retention and Disposal Standards: Six years.
PAC# = 72-019
Related to COR: SLS/FAR-030
TBS Registration Number: 000271

SLS/P-PU-020
Suppliers' Files
Description: The bank contains letters of solicitation, names and addresses of firms or individuals, and information or literature describing the services or products available from the suppliers. The bank is used to select suppliers and is maintained in manual and computerized formats. Access to this bank will require name and address.
Class of Individuals: Individuals, firms.
Purpose: The purpose of this bank is to maintain records on suppliers of services or products.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000272

SLS/P-PU-025
Procurement Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Contracting firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work.
PAC# = 72-019
TBS Registration Number: 000273

SLS/P-PU-030
Construction Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for construction projects.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work.
PAC# = 72-019
TBS Registration Number: 000274

SLS/P-PU-035
Purchase Orders and Tender Files
Description: Files may contain a requisition for the items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment.
Consistent Uses: These files may be used as research for future purchase requirements.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000275

SLS/P-PU-040
Professional Service Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between contractor and the Authority, correspondence and documentation for payment of the contract. Files are maintained on a regional basis. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work.
PAC# = 72-019
TBS Registration Number: 000276

SLS/P-PU-045
Service Contract Files
Description: Files may contain a requisition for the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, and a signed contract between the contractor and the Authority. Files are maintained on a regional basis. It should be noted that the filing sequence is numerical by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of services such as security, grass cutting, reproduction, laboratory testing, snow removal, janitorial services, courier services and power supply services.
Consistent Uses: These files may be used as research for future contract work.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000277

SLS/P-PU-050

Letters Patent Files

Description: This bank contains information relating to the request to purchase, authorization to sell, description of the property, appraisal report, sale price, name and address of purchaser, as well as a copy of the letters patent document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of the purchaser appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms.
Consistent Uses: The information is used for reference purposes.
Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 72-019
TBS Registration Number: 000278

SLS/P-PU-055

Deed Files

Description: This bank contains information relating to property to be expropriated or purchased, appraisal report, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. This bank is maintained on a regional basis, the filing sequence being by document number with name of the seller appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the acquisition of land, together with any building that might be located thereon, by the Authority through expropriation or purchase.
Consistent Uses: The information is used for reference purposes.
Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 72-019
TBS Registration Number: 000279

SLS/P-PU-060

Lease, Licence Files

Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals, employees.
Purpose: The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities, water power or water supply to or from the Authority.
Consistent Uses: The information contained in this bank is used for reference purposes.
Retention and Disposal Standards: Twenty years after cancellation of privilege.
PAC# = 72-019
TBS Registration Number: 000280

SLS/P-PU-065

Easement Files

Description: This bank contains information relating to granting of the easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. This bank is maintained on a regional basis, the filing sequence being by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the granting of easements to or from the Authority for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes.
Consistent Uses: The information contained in this bank is used for reference purposes.
Retention and Disposal Standards: Files are retained for three years after expiry of privilege involved.
PAC# = 72-019
TBS Registration Number: 000281

SLS/P-PU-066

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications.
Class of Individuals: Individuals seeking employment.
Purpose: This bank exists to retain applications for employment.
Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.
Retention and Disposal Standards: Files are retained for two years from date of receipt.
PAC# = 72-019
TBS Registration Number: 001600

Classes of Personal Information

Purchasing Section

In the course of conducting the programs and activities of the Purchasing Section, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes surplus assets files containing information on the disposal of surplus materiel and equipment, including the declaring of surplus assets, the location of assets, the names and addresses of purchasers and pertinent sales documentation, stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This class is maintained on a regional basis. This form of personal information is normally retrievable only if specifics are provided concerning the surplus declaration number and a description of the surplus assets.

The retention period for surplus assets files is two years after disposal.

Headquarters and Regional Operations

In the course of conducting the programs and activities of the Headquarters and Regional Operations Sections, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes reports completed by ships' captains or pilots as required, and reports by Authority employees making reference to ships' captains or pilots. Such reports are included on ship history files containing accident, incident, violation, inspection and delay reports on specific ships, stored as part of the general files where records are not normally retrieved by name of individual or other personal identifier. The files are used for reference purposes and the personal information contained therein could be used to assess liability. This form of personal information is normally retrievable only if specifics are provided concerning the name of the ship and date of occurrence of the event.

The retention period for these classes of personal information is controlled by the records schedules of the general subject files in which they are stored.

THE SEAWAY INTERNATIONAL BRIDGE CORPORATION, LTD.

Background

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company, Ltd., was incorporated by Letter Patent under the *Canada Companies Act* on November 13, 1962, and received its Certificate of Continuance under the new *Canada Business Corporations Act* on February 20, 1980.

The company, whose head office is located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — The St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation.

Access Procedures

Enquiries and requests for access to personal information should be addressed to:

Privacy Co-ordinator
The Seaway International Bridge Corporation, Ltd.
c/o The St. Lawrence Seaway Authority
Constitution Square
360 Albert Street
Ottawa, Ontario
K1R 7X7

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SLS/P-PU-070

Claim, Accident Files

Description: This bank includes, accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the accident or the reason for the claim.

Class of Individuals: Individuals, firms.

Purpose: The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages, or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals.

Consistent Uses: The information is used for reference purposes.

Retention and Disposal Standards: Fatal accidents (other than staff) — four years; motor vehicle accidents — two years. Claims/debts due to or against the Crown to the amount $1,000 — two years; in excess of $1,00 0 — five years.

PAC# = 72-019

TBS Registration Number: 000282

SLS/P-PU-075

Accounts Payable Files

Description: Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing, and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account.

Class of Individuals: Individuals, firms, employees.

Purpose: The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided services or sold products to the Corporation, or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees.

Retention and Disposal Standards: Original accounts payable vouchers together with supporting documentation — seven years.

PAC# = 72-019

Related to COR: SLS/FAR-030

TBS Registration Number: 000283

SLS/P-PU-080

Accounts Receivable Files

Description: Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to the bank will require name and address.

Class of Individuals: Firms, individuals.

Purpose: The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation.

Retention and Disposal Standards: Six years.

PAC# = 72-019

Related to COR: SLS/FAR-030

TBS Registration Number: 000284

SLS/P-PU-085

Procurement Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the corporation, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.

Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment.

Consistent Uses: These files may be used for research purposes for future contract work.

Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work.

PAC# = 72-019

TBS Registration Number: 000285

SLS/P-PU-090

Construction Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.

Class of Individuals: Firms.

Purpose: The purpose of this bank is to maintain information on the call and award of contracts for construction projects.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for future contract work.
PAC# = 72-019
TBS Registration Number: 000286

SLS/P-PU-095
Purchase Orders and Tender Files
Description: Files may contain a requisition for items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment.
Consistent Uses: These files may be used as research for future purchase requirements.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000287

SLS/P-PU-100
Professional Service Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work.
PAC# = 72-019
TBS Registration Number: 000288

SLS/P-PU-105
Deed Files
Description: This bank contains information relating to property to be expropriated or purchased, appraisal reports, name and address of the person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence is by document number with name of the seller appearing on the file cover. The information is used for reference purposes. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the Corporation's acquisition of land, through expropriation or purchase, and any buildings that might be located thereon.
Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 72-019
TBS Registration Number: 000289

SLS/P-PU-110
Lease, Licence Files
Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the Corporation.
Consistent Uses: The information contained in this bank is used for reference purposes.
Retention and Disposal Standards: Twenty years after cancellation of privilege.
PAC# = 72-019
TBS Registration Number: 000290

SLS/P-PU-115
Easement Files
Description: This bank contains information relating to the granting of easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes.
Consistent Uses: The information contained in this bank is used for reference purposes.
Retention and Disposal Standards: Files are retained for three years after expiry of privilege involved.
PAC# = 72-019
TBS Registration Number: 000291

SLS/P-PU-120
Bridge Passes
Description: A record of the names of individuals to whom a bridge pass has been issued and pass usage. This bank is computerized. Access to this bank will require name.
Class of Individuals: Firms, individuals, reserve inhabitants.
Purpose: To maintain a record of names of individuals to whom a bridge pass has been issued and pass usage.
Retention and Disposal Standards: Five years after litigation is settled.
PAC# = 72-019
TBS Registration Number: 000292

SLS/P-PU-121
Application for Employment
Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications.
Class of Individuals: Individuals seeking employment.
Purpose: This bank exists to retain applications for employment.
Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.
Retention and Disposal Standards: Files are retained for two years from date of receipt.
PAC# = 72-019
TBS Registration Number: 001601

THE JACQUES CARTIER AND CHAMPLAIN BRIDGES INCORPORATED

Background

The Jacques Cartier and Champlain Bridges Incorporated was created for the purpose of managing, controlling, operating and maintaining the Jacques Cartier and Champlain bridges, including a portion of the Bonaventure Autoroute in Montreal.

The Jacques Cartier and Champlain Bridges Incorporated received its Certificate of Incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montreal area was transferred to this corporation from the National Harbours Board (Ports Canada) by virtue of Order-in-Council P.C. 1978-3139 dated October 12, 1978, as amended, effective December 1, 1978. The corporation's head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Quebec.

The corporation was established to provide the public with a safe and efficient transit over the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute, and to provide this service while making every effort possible to make the bridges completely self-financing.

Specific objectives of the corporation are

- to continue the implementation of a program to maintain the bridges and autoroute at an acceptable standard;
- to ensure operational safety and efficient flow of traffic;
- to assess the need for improvements to the system and plan for their implementation;
- to develop a long-term financial plan and recommend to Cabinet a toll structure which will enable the Jacques Cartier and Champlain Bridges Incorporated to achieve financial self-sufficiency;
- to rationalize the capital structure of the corporation by seeking the deletion of its $111 million debt to the Crown; and
- to examine its personnel requirements on a continuing basis to assure the optimum utilization of human resources.

Access Procedures

Enquiries and requests for access to personal information should be addressed to:

Privacy Co-ordinator
The Jacques Cartier and Champlain Bridges Incorporated
c/o The St. Lawrence Seaway Authority
Constitution Square
360 Albert Street
Ottawa, Ontario
K1R 7X7

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SLS/P-PU-125
Claim, Accident Files
Description: This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the reason for the claim or the accident.
Class of Individuals: Individuals, firms.
Purpose: The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals.
Consistent Uses: The information is used for reference purposes.
Retention and Disposal Standards: Fatal accidents (other than staff) — four years; motor vehicle accidents — two years; claims/debts due to or against the Crown to amount of $1,000 — two years; in excess of $1,000.00 — five years.
PAC# = 72-019
TBS Registration Number: 000293

SLS/P-PU-130
Accounts Payable Files
Description: Files contain the names and addresses of firms and individuals; invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account.
Class of Individuals: Individuals, firms, employees.
Purpose: The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the Corporation or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees.
Retention and Disposal Standards: The retention period for original accounts payable vouchers, together with supporting documentation, is seven years.
PAC# = 72-019
Related to COR: SLS/FAR-030
TBS Registration Number: 000294

SLS/P-PU-135
Accounts Receivable Files
Description: Files contain the names and addresses of firms and individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to this bank will require name and address.
Class of Individuals: Individuals, firms.
Purpose: The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation.
Retention and Disposal Standards: Six years.
PAC# = 72-019
Related to COR: SLS/FAR-030
TBS Registration Number: 000295

SLS/P-PU-140
Suppliers' Files
Description: The bank contains letters of solicitation, names and addresses of firms or individuals and information or literature

describing the services or products available from the suppliers. Access to this bank will require name and address.
Class of Individuals: Individuals, firms.
Purpose: The purpose of this bank is to maintain records on suppliers of services or products.
Consistent Uses: The bank is used to select suppliers.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000296

SLS/P-PU-145
Purchase Orders and Tender Files
Description: Files may contain a requisition for items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment.
Consistent Uses: These files may be used as research for future purchase requirements.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000297

SLS/P-PU-150
Construction, Maintenance and Repair Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for construction projects.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years.
PAC# = 79-019
TBS Registration Number: 000298

SLS/P-PU-155
Professional Service Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services.
Consistent Uses: These files may be used for research purposes for future contract work.
Retention and Disposal Standards: General correspondence — ten years.
PAC# = 72-019
TBS Registration Number: 000299

SLS/P-PU-160
Service Contract Files
Description: Files may contain a requisition for the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, and a signed contract. It should be noted that the filing sequence is numerical by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract.
Class of Individuals: Firms.
Purpose: The purpose of this bank is to maintain information on the call and award of contracts for the supply of services such as security, grass cutting, reproduction, laboratory testing, snow removal, janitorial services, and courier and power supply services.
Consistent Uses: These files may be used as research for future contract work.
Retention and Disposal Standards: Five years.
PAC# = 72-019
TBS Registration Number: 000300

SLS/P-PU-165
Deed Files
Description: This bank contains information relating to property to be expropriated or purchased, appraisal report, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence being by document number with name of the seller appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the Corporation's acquisition of land, through expropriation or purchase, and any building that might be located thereon.
Consistent Uses: The information is used for reference purposes.
Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 72-019
TBS Registration Number: 000301

SLS/P-PU-170
Easement Files
Description: This bank contains information relating to granting of the easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes.
Consistent Uses: The information contained in this bank is used for reference purposes.
Retention and Disposal Standards: Files are retained for three years after expiry of privilege involved.
PAC# = 72-019
TBS Registration Number: 000302

SLS/P-PU-175
Lease, Licence Files
Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report,

establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of the lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the Corporation.
Consistent Uses: The information contained in this bank is used for reference purposes.
Retention and Disposal Standards: Twenty years after cancellation of privilege.
PAC# = 72-019
TBS Registration Number: 000303

SLS/P-PU-180
Letters Patent Files
Description: This bank contains information relating to the request to purchase, authorization to sell, description of the property, appraisal report, sale price, name and address of purchaser, as well as a copy of the letters patent document. The filing sequence is by document number with the name of the purchaser appearing on the file cover. Access to this bank will require name, address and document number.
Class of Individuals: Firms, individuals.
Purpose: The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms.
Consistent Uses: The information is used for reference purposes.
Retention and Disposal Standards: Files are retained indefinitely.
PAC# = 72-019
TBS Registration Number: 000304

SLS/P-PU-181
Application for Employment
Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications.
Class of Individuals: Individuals seeking employment.
Purpose: This bank exists to retain applications for employment.
Consistent Uses: To support decisions regarding the referral of candidates for staffing purposes.
Retention and Disposal Standards: Files are retained for two years from date of receipt.
PAC# = 72-019
TBS Registration Number: 001602

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Seaway International Bridge Corporation, Ltd. and the Jacques Cartier and Champlain Bridges Incorporated report to the St. Lawrence Seaway Authority and share common employee records.

PARTICULAR BANKS

SLS/P-PE-801
Bridge Passes
Description: The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage.
Class of Individuals: Employees.
*Retention and Disposal Standards:*Five years after cancellation or non-renewal.
TBS Registration Number: 000641

SLS/P-PE-802
Conflict of Interest
Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.
Class of Individuals: Departmental employees.
Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.
Consistent Uses: To support decisions on transfers, discipline and termination of employment.
Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000663

SLS/P-PE-803
Grievances
Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.
Class of Individuals: Employees of the institution.
Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to and including arbitration.
Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to and including arbitration.
Retention and Disposal Standards: Three years following date of resolution or date of decision by the arbitrator, the records are destroyed.
PAC# = 85-001
TBS Registration Number: 000651

STANDARD BANKS

The following banks are located at headquarters and in the regions.

SLS/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000642

SLS/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000643

SLS/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000644

SLS/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000645

SLS/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000646

SLS/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000647

SLS/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000658

SLS/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000659

SLS/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000650

SLS/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000660

SLS/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000661

SLS/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000662

SLS/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000664

SLS/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000665

SLS/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000666

SLS/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000667

OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS

Chapter 101

OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS

Overall Responsibilities

The Office of the Superintendent of Financial Institutions is responsible for the supervision of federally registered or licensed financial institutions including chartered banks; insurance, trust, loan and investment companies; fraternal benefit societies; and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the *Pension Benefits Standards Act, 1985.*

The Office is responsible for provision of actuarial advice to other departments of the federal government and performs extensive actuarial services in the valuation of government pension and insurance programs.

The Office is also responsible for administration of the *Civil Service Insurance Act* and the collection of certain premium taxes pursuant to Part I of the *Excise Tax Act*.

Access Procedures

Enquiries concerning the administration of the *Privacy Act* should be addressed to:

Senior Administrative Officer
Finance and Administration
13th Floor, Kent Square
255 Albert Street
Ottawa, Ontario
K1A 0H2
(613) 990-7732

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

SFI/P-PU-005 *Formerly identified as:* INS/P-PU-005
Civil Service Insurance
Description: Records of holders of life insurance policies issued under the *Civil Service Insurance Act*. Issuance of new policies was discontinued in 1954 upon introduction of the supplementary death benefit plan for the public service and the armed forces.
Class of Individuals: Holders and beneficiaries of life insurance policies issued under the *Civil Service Insurance Act*. Approximately 4 000 policies remain in force.
Purpose: Eligibility for insurance benefits.
Consistent Uses: Settlement of claims and payments of cash surrender value.
Retention and Disposal Standards: Files retained for 10 years after claim or surrender.
PAC# = 68-034
Related to COR: SFI/MGT-030
TBS Registration Number: 000427

SFI/P-PU-010 *Formerly identified as:* INS/P-PU-010
Applications for Employment
Description: This bank serves to maintain an inventory of applications from individuals requesting employment with the Office. The files include completed application forms, letters and curricula vitae of persons seeking employment with the Office.
Class of Individuals: Individuals seeking employment with the Office.
Purpose: The bank is used to review applications of individuals requesting employment with the Office when positions become available.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# = 68-034
TBS Registration Number: 001685

Classes of Personal Information

Practically all records held by the Office consist of information relating to supervised financial institutions and pension plans. Some personal information may also be accumulated by the Office in the course of conducting its supervisory function, such as information on names and functions of various company officials, information on individuals seeking to incorporate a new financial institution that would be supervised by the Office, or information about a policy holder or depositor with a complaint against a supervised financial institution. Such personal information is stored as part of the general subject files where records are not retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the financial institution, the individual, and the particular circumstances involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Part I of the *Excise Tax Act* imposes a tax on certain property and casualty insurance premiums related to insurance placed by residents of Canada with unauthorized insurers or with authorized insurers through brokers outside Canada. In carrying out administration of Part I of the Act, some personal information may be accumulated which is not part of the specific personal information bank described in this entry. Most of the insureds subject to the tax are corporations, but for any given year there may also be some individuals subject to tax. The personal information accumulated with respect to such individuals would be their name and address and information related to the insurance premiums subject to tax, such as policy number, description of risk, net premiums and name of insurer. The information is normally retrievable if the name of the individual and the year involved are provided.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct requests under the *Privacy Act* to the address given under Access Procedures.

STANDARD BANKS

The following banks are located at headquarters.

SFI/P-SE-901 *Formerly identified as:* INS/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000428

SFI/P-SE-902 *Formerly identified as:* INS/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000429

SFI/P-SE-903 *Formerly identified as:* INS/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000430

SFI/P-SE-904 *Formerly identified as:* INS/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000431

SFI/P-SE-905 *Formerly identified as:* INS/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000432

SFI/P-SE-906 *Formerly identified as:* INS/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000433

SFI/P-SE-907 *Formerly identified as:* INS/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000434

SFI/P-SE-908 *Formerly identified as:* INS/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000435

SFI/P-SE-909 *Formerly identified as:* INS/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000436

SFI/P-SE-910 *Formerly identified as:* INS/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000437

SFI/P-SE-911 *Formerly identified as:* INS/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000438

SFI/P-SE-912 *Formerly identified as:* INS/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000439

SFI/P-SE-913 *Formerly identified as:* INS/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000440

SFI/P-SE-914 *Formerly identified as:* INS/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000441

SFI/P-SE-915 *Formerly identified as:* INS/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000442

SFI/P-SE-916 *Formerly identified as:* INS/P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000443

SFI/P-SE-917 *Formerly identified as:* INS/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000444

TARIFF BOARD

Chapter 102

TARIFF BOARD

Background

The Tariff Board was established in 1931. Its authority to carry out enquiries and to hear appeals is provided for under the *Tariff Board Act*. Its role as a quasi-judicial court of appeal is further specified in the *Customs Act*, the *Excise Tax Act*, the *Special Import Measures Act* and the *Energy Administration Act*.

The Tariff Board, made up of a chairman and six members, carries out one program consisting of two functions: to act as an independent commission of enquiry into matters on tariffs and trade, and to act as a quasi-judicial court of appeal.

In its role as a commission of enquiry, the Board undertakes specific trade and tariff studies at the request of the Minister of Finance. In conducting an enquiry, the Board invites the submission of briefs and holds public hearings at which the views of importers, manufacturers and consumers can be heard. Based upon those hearings and the work of its own research staff, the Board makes such recommendations on these matters as it deems appropriate.

In its role as a court, the Board hears appeals resulting from rulings by National Revenue, Customs and Excise on tariff classification, valuation of goods for customs purposes, and the federal sales tax. The Board's powers also include the hearing of appeals on charges levied on petroleum and petroleum products and on the exportation of any oils. Its rulings are appealable to the Federal Court and the Supreme Court.

The statutory responsibility of the Board is to adjudicate upon appeals from decisions by the Department of National Revenue, Customs and Excise and to conduct enquiries referred by the Minister of Finance or the Governor in Council into matters affecting Canada's international trade.

Access Procedures

Any enquiries concerning access to personal information should be addressed to:

Assistant Secretary
Tariff Board
365 Laurier Avenue West (21st Floor)
Ottawa, Ontario
K1A 0G7
(613) 990-2452

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Please direct enquiries concerning the following banks to the address given above.

STANDARD BANKS

The following banks are located at headquarters.

TBD/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000742

TBD/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000743

TBD/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000744

TBD/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000745

TBD/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000746

TBD/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 000747

TEXTILE AND CLOTHING BOARD

Chapter 103

TEXTILE AND CLOTHING BOARD

Background

Created by an Act of Parliament in May 1971 (19-20 Elizabeth II, Chap. 39), the Textile and Clothing Board is an independent body conducting inquiries to determine if imports of textile and clothing goods are causing or threatening serious injury to Canadian production; to examine adjustment plans of the producers affected; to recommend to the Minister of Regional Industrial Expansion whether special measures of protection against imports should be applied; and to monitor the effects of measures which have been applied. Administrative support for the Board is provided by the Department of Regional Industrial Expansion.

Access Procedures

All formal requests under the *Privacy Act* should be directed to:

Privacy Co-ordinator
Textile and Clothing Board
235 Queen Street
Ottawa, Ontario
KIA 0H5
(613) 954-5013

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

TCB/P-PU-005
Access to Information and Privacy Requests
Description: This bank contains requests submitted by individuals seeking access to information under the *Access to Information Act* and the *Privacy Act*, replies to such requests and information relating to their processing.
Class of Individuals: Individuals submitting requests for access to information under the *Access to Information Act* and the *Privacy Act*.
Purpose: The information is used to process formal access requests in accordance with the *Access to Information Act* and the *Privacy Act*.
Consistent Uses: This bank is also used to report to Treasury Board and to Parliament on access requests received under the *Access to Information Act* and the *Privacy Act*, to verify the identity of requestors and for purposes of consultations with other government institutions.
Retention and Disposal Standards: Retained for six years and then destroyed.
PAC# = 78-001
TBS Registration Number: 001606

TCB/P-PU-010
Applications for Employment
Description: This bank serves as a reference for any applications for employment submitted by individuals directly to the Board. These requests usually consist of a covering letter, curriculum vitae and replies to such requests.
Class of Individuals: Individuals seeking employment with the Board.
Purpose: This bank is used to store applications for employment submitted by individuals seeking employment with the Board.
Retention and Disposal Standards: Individual applications are held for one year, then destroyed.
PAC# = 78-001
TBS Registration Number: 001607

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

Since administrative support for the Board is provided by the Department of Regional Industrial Expansion (DRIE), the latter maintains personnel records for Board employees as part of its own Personal Information Banks. For a detailed description of these banks, reference should be made to the entries for that Department. However, all official requests for access concerning Board employees should be directed to the Privacy Co-ordinator at the above address, and not to the DRIE Co-ordinator.

TREASURY BOARD (SECRETARIAT)

Chapter 104

TREASURY BOARD (SECRETARIAT)

Background

The Treasury Board is a committee of the federal Cabinet. The President of the Treasury Board is the chairman of the committee, and its members include the Minister of Finance and four other ministers who are appointed by the Governor in Council. The Board was created by Order-in-Council in 1867 and received statutory approval in 1869. Its secretariat was part of the Department of Finance until 1966, when it became a separate Department.

Overall Responsibilities

The Treasury Board's responsibilities, as set out in the *Financial Administration Act*, include financial management, personnel management and central administration of the Public Service of Canada. It is also responsible for the application of the *Official Languages Act* within the Public Service and serves as the employer for negotiating federal Public Service collective agreements under the *Public Service Staff Relations Act*.

The Treasury Board is served in these functions principally by the Treasury Board of Canada Secretariat, which is divided into six branches: Program, Personnel Policy, Staff Relations, Administrative Policy, Official Languages and Administration. In addition, there are four offices — the Office of the Secretary, the Communications Division, the Submission Control Unit and the Bureau of Real Property Management.

The Secretary is the Deputy Minister, who directs the work of the Department and advises the President and the Board on all areas concerning the organization and management of the public service under the jurisdiction of the Treasury Board. The Office of the Secretary is also responsible for the co-ordination of requests received under the *Access to Information Act* and *Privacy Act* for information held by the Treasury Board Secretariat.

Access Procedures

Please address any enquiries to:

Privacy Co-ordinator
Treasury Board of Canada Secretariat
9th Floor, East Tower, L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0R5
(613) 993-5215

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

TBS/P-PU-005
Access Requests
Description: This bank contains the requests under the *Access to Information Act* submitted by individuals to access records under the control of the Treasury Board of Canada Secretariat, the replies to such requests, and any other information relevant to the processing of the requests.
Class of Individuals: Individuals requesting access to certain documents or files of the Treasury Board Secretariat.
Purpose: This bank was compiled to maintain records of requests for access to information and to facilitate processing of such requests.
Consistent Uses: The information is used to process requests and for research and statistical purposes.
Retention and Disposal Standards: Records are retained for a period of three years after last administrative action has been taken, after which records are destroyed.
PAC# = 86-002
Related to COR: TBS/SEC-005
TBS Registration Number: 001953

TBS/P-PU-010
Privacy Act Requests
Description: This bank contains requests under the *Privacy Act* submitted by individuals to access records under the control of the Treasury Board Secretariat, the replies to such requests and any other information relevant to the processing of the requests.
Class of Individuals: Individuals requesting access to certain documents or files of the Treasury Board Secretariat.
Purpose: This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests.
Consistent Uses: The information is used to process requests and for research and statistical purposes. Records are retained for a period of three years after last administrative action has been taken, after which records are destroyed.
PAC# = 86-001
Related to COR: TBS/SEC-010
TBS Registration Number: 001954

TBS/P-PU-015
Personal Service Contracts
Description: This bank contains the contracts placed, types of services rendered, length of contracts and amount of money expended. The bank contains the contracts and supporting documents.
Class of Individuals: Individuals hired under personal service contracts by the Treasury Board Secretariat.
Purpose: The purpose of this bank is to provide data on the number of contracts placed, types of contracts rendered, lengths of contracts and amount of money expended.
Consistent Uses: This bank is used for internal reference. It may also be used for statistical research purposes and for planning, implementing and evaluating government policies.
Retention and Disposal Standards: Records are retained for a period of six fiscal years, after which they are destroyed.
PAC# = 86-001
Related to COR: TBS/ADM-914
TBS Registration Number: 001955

TBS/P-PU-020
Applications for Employment
Description: This bank serves to maintain an inventory of applications from individuals requesting employment with the Treasury Board Secretariat. These requests usually consist of a letter containing such information as name, address, education and experience. These applications are screened if positions become available.
Class of Individuals: Individuals requesting employment with the Treasury Board Secretariat.
Purpose: This bank holds applications of individuals requesting employment with the Treasury Board Secretariat.
Consistent Uses: The bank is used to review applications of individuals requesting employment with the Treasury Board Secretariat when positions become available.
Retention and Disposal Standards: Records are retained for two years and then destroyed.
PAC# = 86-001
Related to COR: TBS/ADM-920
TBS Registration Number: 001956

Classes of Personal Information

Departmental Enquiries

This class contains personal information contained in requests made by, or on behalf of, individuals for interpretation of specific policies, such as administrative, personnel and official languages policies. The information is used to assist in the interpretation of future enquiries. As information is not maintained by individual identifiers but by subject matter and/or department, requestors must provide, in addition to the information requested on the Access Request Form, the subject, the name of the department or agency and the approximate date of the enquiry. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

CENTRAL BANKS

TBS/P-CE-701
Submissions to Treasury Board

This bank contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board.

TBS/P-CE-702
Incentive Awards
Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations.
Class of Individuals: All employees of the public service who have been nominated for awards under the Incentive Awards Plan.
Purpose: The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.
Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.
Retention and Disposal Standards: Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed, and precedent setting files for 25 years then destroyed (subject to National Archives of Canada approval).
PAC# = 76-016 (Amendment 1)
Related to COR: TBS/PCE-702
TBS Registration Number: 001133

TBS/P-CE-703
Official Languages Information System (OLIS)

Pursuant to the Official Languages policies, OLIS is a central bank containing information on all established positions and incumbents appointed for indeterminate periods or terms of more than six months in departments and federal agencies. The bank includes language-related information such as language requirements of positions, levels of language knowledge, linguistic profiles, position classifications, and their effective dates. The information relates to employees listed in Schedule 1, Part 1 of the *Public Service Staff Relations Act* as well as for some other government organizations under a special agreement. This bank has been compiled to provide timely and accurate information for the implementation, control and evaluation of the Official Languages Program in the public service. Information is also disclosed for statistical purposes to the Special Groups Identification Survey in order to implement and evaluate government policies relating to employment equity. The OLIS interfaces with the Incumbent system of the Personnel Policy Branch (TBS/P-CE-705) and the Second Language Evaluation system of the Public Service Commission to collect all its incumbent related information. The OLIS also transfers some of its data to the Language Training Module.

TBS/P-CE-704
Language Training Module (LTM)

Pursuant to the Official Languages policies, LTM is a central bank containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training, employee training entitlement, and type of language training received (whether given by the PSC, a department or private enterprise). The information relates to employees, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the *Public Service Staff Relations Act* as well as some other government organizations under a special agreement. The purpose of this bank is to provide accurate, timely and reliable information to support the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM, (e.g. the PSC updates the LTM with the final training results and status, and the PSC is provided with a training history). An interface also exists between the Official Languages Information System and the LTM of the Treasury Board. The information is used for reference, research and statistical purposes to monitor the Official Languages Program.

TBS/P-CE-705
Personnel Management Information System

Description: The Personnel Management Information System contains individual federal employee personnel management data concerning personnel records, attendance and leave, overtime, pay and benefits, exclusions, training and development, official languages and performance appraisals.

Class of Individuals: All federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*.

Purpose: The bank was compiled to provide employers with personnel management statistical data in support of Treasury Board's role in collective bargaining with the public service unions; and to provide a record of employment for individual employees including a verification of employees by location within government institutions, for the use of both departments and central agencies.

Consistent Uses: Statistical data is disclosed to the Special Groups Identification Survey in order to implement and evaluate government policies relating to affirmative action.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed.

Related to COR: TBS/921; 925

TBS Registration Number: 001957

TBS/P-CE-706

Special Groups Identification Survey

This survey of the federal public service (PSSRA Schedule 1, Part 1 population) permits those individuals who are Métis, Inuit or Indian, disabled persons and/or members of visible minorities, to identify themselves as such. A service-wide census was conducted in April 1985 in order to initiate this central data bank (TBS/P-CE-706). Various methods for keeping the data bank up to date are being considered, such as voluntary self-identification of newly-hired personnel, mandatory self-identification of personnel who access special programs and services for the above-mentioned groups, and small-scale surveys which would ensure that all public servants are resurveyed every four or five years. This information relates to employees of that portion of the federal public service covered by the *Public Service Staff Relations Act*, Schedule 1, Part 1. The bank will be used to identify those members of the public service who are Métis, Inuit or Indian, disabled persons, and/or members of visible minorities for analysis purposes. The bank facilitates comparison of their representation in the Public Service to their presence in the population. The bank will also be used to analyze and monitor the situation and progress of the survey target populations, as compared to the rest of the public service, in terms of regional and occupational distribution, training, mobility, etc. These comparisons will be made on a regular basis in order to determine the effectiveness of affirmative action and special programs and to identify areas of possible improvement. Self-identification status and personal identification from the survey are matched, using the provided personal identification, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Training and Development System (TDIS), the Official Languages System (OLIS), all from the Treasury Board Secretariat, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File and the Appointment Information Management System. The bank contains data extracted from the survey form, such as the social insurance number and status of the particular individual. The bank will be matched by common identifier (the social insurance number) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, years of service, salary, etc., so that tabulations can be produced in support of analysis as described above. If a respondent has not reported his/her social insurance number, it is entered for statistical purposes only. The bank acquires information from other banks, such as the standard departmental Affirmative Action bank (P-SE-918), but no disclosure of personal information is made from this bank that could reasonably be expected to identify the individual to whom it relates. An individual requesting to access his/her registered special groups identification status should provide the social insurance number in order to guarantee response to the request. Retention period for this information is to be established.

TBS/P-CE-707

Classification Grievances

Description: This bank contains information on all aspects of grievances such as job descriptions, organization charts, classification action forms, grievance decisions and any supporting documentation.

Class of Individuals: All federal employees for whom Treasury Board is classed as the employer under the *Public Service Staff Relations Act*, who have presented a classification grievance.

Purpose: To maintain records of all classification grievances both delegated to departments and non-delegated.

Consistent Uses: The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected.

Retention and Disposal Standards: Records are retained for 10 years and then destroyed.

PAC# = 78-020

Related to COR: TBS/PPB-415

TBS Registration Number: 001134

TBS/P-CE-708

Adjudication

Description: The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received.

Class of Individuals: All federal employees (Schedule 1, Part 1, of the *Public Service Staff Relations Act*) who have referred their grievances to adjudication.

Purpose: The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances.

Consistent Uses: The information in this bank is used to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for 10 years after which a 10 percent sample will be transferred to the National Archives of Canada for retention, and the rest destroyed.

PAC# = 69-003 (Amendment 11)

Related to COR: TBS/SRB-440

TBS Registration Number: 001958

TBS/P-CE-709

Adjudication — Section 98 (PSSRA) References

Description: The bank contains information on section 98 references by the employer or bargaining agents and the PSSRB decisions.

Class of Individuals: This information relates to all federal employees (Schedule 1, Part 1, of the *Public Service Staff Relations Act*) about whom references have been submitted.

Purpose: The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the *Public Service Staff Relations Act*, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award.

Consistent Uses: It is used to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed.

PAC# = 69-003 (Amendment 11)

Related to COR: TBS/SRB-440

TBS Registration Number: 001959

TBS/P-CE-710

Certification

Description: This bank contains records of bargaining unit and bargaining agent certification under the *Public Service Staff Relations Act*.

Class of Individuals: All employees of the public service (Schedule 1, Part 1, of the *Public Service Staff Relations Act*) governed by the collective bargaining process.

Purpose: The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the *Public Service Staff Relations Act*, as well as a record of employee exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the exclusion lists and the employer's representations.

Consistent Uses: The information in this bank is used for reference and to provide background for research purposes.

Retention and Disposal Standards: Records are retained for 25 years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed.

PAC# = 69-003 (Amendment 11)

Related to COR: TBS/SRB-445

TBS Registration Number: 001960

TBS/P-CE-711

Complaints by Bargaining Agents

Description: The bank contains representations made by complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Staff Relations Board.

Class of Individuals: All federal employees (Schedule 1, Part 1, of the *Public Service Staff Relations Act*) who have submitted complaints or on whose behalf complaints have been submitted.

Purpose: The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the *Public Service Staff Relations Act*.

Consistent Uses: Information in the bank is used to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada and the rest destroyed.

PAC# = 69-003 (Amendment 11)

Related to COR: TBS/SRB-470

TBS Registration Number: 001961

TBS/P-CE-712

Grievances

Description: The bank contains information on grievances referred to adjudication which were withdrawn by the grievers.

Class of Individuals: All federal employees (Schedule 1, Part 1, *Public Service Staff Relations Act*) who have referred their grievances to adjudication.

Purpose: The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary.

Consistent Uses: The information in the bank is also used to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for five years after which a 10 percent sample will be transferred to the National Archives of Canada for retention and the rest destroyed.

PAC# = 69-003 (Amendment 11)

Related to COR: TBS/SRB-470

TBS Registration Number: 001962

TBS/P-CE-713

Official Languages Training Assignment Program

Description: Contains applications and supporting information of employees involved in the administration and/or management of the Official Languages Program in organizations — Departments, Crown corporations and their subsidiaries — who are subject to the provisions of the *Official Languages Act*, for their participation in a training assignment program.

Class of Individuals: Employees who work in the administration and/or management of the Official Languages Program in organizations subject to the provisions of the *Official Languages Act*.

Purpose: To register employees who work throughout departments and organizations in the administration and/or management of the Official Languages Program for consideration in training assignments in other organizations.

Consistent Uses: Organizations forward applications and supporting documentation of employees interested in training assignments to the Official Languages Branch. The Official Languages Branch uses the information to identify applicants suitable for referral to organizations which have corresponding training assignments available.

Retention and Disposal Standards: Two years after completion of this type of training undertaken by an employee, records are destroyed.

Related to COR: TBS/OLB-260

TBS Registration Number: 001586

TBS/P-CE-714

Exclusion System

This bank contains individual federal employee personnel management data relating to exclusions. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The main purpose of this system is to provide the Staff Relations Branch of the Treasury Board Secretariat with information on position and incumbent for monitoring the exclusion process. This system is used to monitor the exclusion process and records proposals for exclusion, changes to the exclusion status and final decisions. It is also used for research and statistical purposes.

TBS/P-CE-715

Senior Personnel Information System

This bank contains personnel management data on senior managers within the public service. The information relates to all federal employees in the management category and/or equivalent for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of this system is to supply information and to provide the means of carrying out staffing, monitoring and analysis of programs in the areas of classification, appointments, compensation and performance appraisal of senior personnel in the public service, as well as to establish and control complement levels for each department. It is used to provide senior personnel information for the monitoring and analysis of classification, appointments, compensation and performance appraisal. It is also used for research and statistical purposes.

TBS/P-CE-716

Entitlements and Deductions System

This bank contains individual federal employee personnel management data relating to pay and benefits. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of this system is to provide entitlement data for the Treasury Board Secretariat's Compensation Comparability Program. This system is used to cost union demands for pay and benefits, to monitor the application of special entitlements, for research and development and to administer various insurance and medical plans.

TBS/P-CE-717

Extra Duty Reporting System

This bank contains individual federal employee personnel management data relating to overtime. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. This system provides the Treasury Board Secretariat with information to be used in collective bargaining and for decision-making on personnel policy and human resources matters. This system is used for research and statistical purposes.

TBS/P-CE-718

Leave Reporting System

This bank contains individual federal employee personnel management data relating to attendance and leave. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. This system provides data on leave information for the detailed costing of union demands, for compensation comparability, research and analysis and for administration of the Sick Leave Administrative

Program. This bank is used for collective bargaining, research and statistical purposes.

TBS/P-CE-719

Training and Development Information Systems (TDIS)

This bank contains individual federal employee personnel management data relating to training and development. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of this system is to provide information for administrative purposes on the operations, management and costs of training for both departments and central agencies to allow for more effective training and human resource utilization and development. This system is used to monitor and evaluate the application of the public service training program and administration by departments. It is also used for statistical research purposes and for planning, implementing and evaluating government policies.

TBS/P-CE-720

Leave Without Pay System

This bank contains individual federal employee personnel management data relating to leave without pay. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of this system is to evaluate the characteristics of usage and employer costs of Leave Without Pay provisions which are granted or negotiated for employees of departments and agencies. It is used to monitor and analyze the application of Leave Without Pay policies and provisions by departments. It is also used for research and statistical purposes.

TBS/P-CE-721

Enlargement of Time to Present a Grievance

Description: The bank contains information and Public Service Staff Relations Board decisions on employee requests for enlargement of time to present grievances.

Class of Individuals: Federal employees (Schedule 1, Part 1, *Public Service Staff Relations Act*) who are requesting an enlargement of time to present their grievances.

Purpose: The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances.

Consistent Uses: The information in this bank is used for reference and to provide background information for research purposes.

Retention and Disposal Standards: Records are retained for five years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest will be destroyed.

PAC# = 69-003 (Amendment 11)

Related to COR: TBS/SRB-470; 440

TBS Registration Number: 001744

TBS/P-CE-722

Management Category Voluntary Early Retirement Incentive Program

Description: This bank contains information on the nature, purpose and eligibility requirements of the program, and departmental take-up reports showing the positions vacated and the amounts of incentive allowance paid to participants in the program.

Class of Individuals: Members of the Management Category classified at levels SM to EX 5 who retired from the public service under the provisions of the Voluntary Retirement Incentive Program.

Purpose: The purpose of the bank is to maintain information on the names and composition of the take-up group and the costs associated with the incentive program.

Consistent Uses: Information is also used to administer the prohibition on both re-hiring through appointment and contracting for the services of former public servants who received a lump sum retirement incentive allowance, and to track the human resource impacts of the program. Records are kept for 10 years, after which they will be transferred to National Archives of Canada for retention.

PAC# = 69-003 (Amendment 14)

Related to COR: TBS/PPB-380

TBS Registration Number: 001963

TBS/P-CE-723

Incumbent System

This bank contains individual federal employee personnel management data relating to personnel matters. The information relates to all federal employees for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The system provides information of a statistical nature in support of human resources planning, mobility studies and general personnel management which includes collective bargaining, compensation analysis, personnel policies formulation, classification studies, Parliamentary Inquiries, systems in the Personnel Management Information System. This system is the prime source of incumbent data for Treasury Board Secretariat users and a principal source for use by the Public Service Commission. This bank is also used for statistical research purposes and for planning, implementing, evaluating and monitoring government policies.

PARTICULAR BANKS

TBS/P-PE-801

Travel and Relocation and Other Expenses

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries and correspondence concerning travel, relocation or postings of employees, as well as information pertaining to any payment made to an employee such as reimbursement of training costs, hospitality, petty cash, membership fees, conference registration fees and other miscellaneous payments.

Class of Individuals: Employees of the Treasury Board Secretariat.

Purpose: The purpose of this bank is to maintain information regarding travel, relocation, and postings of government employees, as well as reimbursement payments to employees.

Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, claims and employee and other miscellaneous payments.

Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

Related to COR: TBS/APB-80; APB-90

TBS Registration Number: 001135

TBS/P-PE-802

Exemplary Service Awards

Description: The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data.

Class of Individuals: All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan.

Purpose: The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan.

Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards.

Retention and Disposal Standards: Operational files are kept for a

minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 25 years then destroyed.
Related to COR: TBS/SEC-021
TBS Registration Number: 001581

TBS/P-PE-803
Complaints — Canadian Human Rights Commission

This bank contains complaints lodged against Treasury Board and related CHRC's decisions, as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established.

TBS/P-PE-804
Personal Harassment Complaints

This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established.

STANDARD BANKS

TBS/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001136

TBS/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001137

TBS/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001138

TBS/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001139

TBS/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001140

TBS/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001141

TBS/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001142

TBS/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001143

TBS/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001144

TBS/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001145

TBS/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001146

TBS/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001147

TBS/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001148

TBS/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001149

TBS/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001150

TBS/P-SE-920
Incentive Awards
See Standard Bank Descriptions (Section II).
PAC# = 76-016 (amendment)
Related to COR: TSB/APB-110
TBS Registration Number: 001133

VETERANS AFFAIRS

Chapter 105

Background

More than 600 000 Canadian men and women served in the First World War. Of these, 66 655 gave their lives and approximately 173 000 were wounded. In addition, 1 649 Newfoundlanders died in that war. In the Second World War, more than one million Canadians served their country. Of these, over 44 000 were killed and approximately 55 000 wounded. There were 714 fatalities from Newfoundland forces. During the Korean War, more than 26 000 Canadians served with the United Nations Peacekeeping Force: 516 died, 1 200 were wounded. In 1988, the Canadian veteran population is approximately 617 000 male and 27 000 female veterans.

Names of Canadians who were killed in these wars and in the Boer War are recorded in the *Books of Remembrance*. The original volumes, including the *Newfoundland Book of Remembrance*, are open to public view in the Peace Tower on Parliament Hill in Ottawa. Copies are retained in every province.

Overall Responsibilities

The Portfolio's mission is to manage special programs for veterans and other specified persons to compensate for deaths suffered and disabilities incurred in the service of Canada, or to enable them to be self-sufficient and participatory members of the community, and to otherwise perpetuate recognition of wartime sacrifice and its contribution to Canada.

The purpose of some of the original rehabilitation programs, such as re-establishment credits, was successfully fulfilled and they were phased out. Portfolio responsibilities continue to include the administration of pensions and war veterans and civilian war allowances, medical treatment, counselling, advocacy and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working life, and programs such as the Veterans Independence Program (VIP) are being tailored to meet their needs as they age.

Organization

The Veterans Affairs Portfolio consists of the Department of Veterans Affairs and three associated agencies, namely the Veterans Appeal Board, the Canadian Pension Commission and the Bureau of Pensions Advocates, which report to Parliament through the Minister of Veterans Affairs.

The Department of Veterans Affairs is made up of four branches and three divisions which report directly to the Deputy Minister of Veterans Affairs: Operations Branch; Administration Branch; Programs Branch; Veterans Land Administration; and the Audit Division, Corporate Services Division and Communications Division.

The Department of Veterans Affairs was created by an Act of Parliament in 1944. Previously the care of veterans had been the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World War) and then the Department of Pensions and National Health, established in 1928.

Towards the end of the Second World War, the Department of Veterans Affairs was formed to oversee expanded rehabilitation programs. The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919. The War Veterans Allowance Board was established in 1936, when it replaced the War Veterans Allowance Committee. The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the *Pension Act*. In 1987, the Pension Review Board and the War Veterans Allowance Board were amalgamated to form the Veterans Appeal Board.

Personal information contained in the Department of Veterans Affairs personal information banks is used by all components of the Portfolio.

Department of Veterans Affairs

Operations Branch

The Operations Branch is responsible for the delivery of services and benefits to veterans in all regions and districts, as well as the operation of the departmental hospital at Sainte-Anne-de-Bellevue, and the veterans homes in Senneville, Ottawa and Saskatoon. The Branch is also responsible for commemorations and honours and awards.

Administration Branch

The Administration Branch provides functional direction and managerial and operational support services to the Department and the associated agencies in the areas of finance, personnel, management, security and access to information and privacy.

Programs Branch

The Programs Branch is responsible for developing and implementing a wide variety of programs to ensure that the Department continues to meet the changing needs of an aging veteran clientele, and for planning for changes in legislation and departmental policies. It delivers war pensions benefits, and provides programs and systems to support the Canadian Pension Commission. It also notifies veterans, their families and their representatives of Commission decisions and advises the Commission on all medical aspects of pension matters. The Branch provides policy direction and systems and management support services to the Operations Branch and conducts negotiations with provincial governments, foreign governments and veterans organizations.

Veterans Land Administration

The Veterans Land Administration (VLA) provides services related to the administration of loan agreements between the Director, VLA and veterans or their heirs, having to do with the purchase of properties. More than 140 000 veterans were settled under the *Veterans Land Act* from its inception over 35 years ago until the final lending deadline of March 31, 1977.

Audit Division

The Audit Division provides management support to the Deputy Minister and agency heads by advising on the adequacy of management practices and controls as well as on the effectiveness of programs.

Corporate Services Division

The Corporate Services Division is responsible for corporate policy, legislation, planning development and planning control, and program evaluation. It acts as a clearinghouse for all central agency policy and submissions. The Division provides direct support to the Minister and the Deputy Minister and, as a result, has staff in both Ottawa and Charlottetown.

Communications Division

The Communications Division assists in the development of departmental policies and programs. In addition, it provides public relations information and publishing services in support of Portfolio activities.

Veterans Appeal Board

The Board provides a system of appeals to ex-members of the armed forces and RCMP, certain civilians and/or their dependants, of decisions rendered by the Entitlement and/or Assessment Boards of the Canadian Pension Commission and of appeals to rulings made by the Department of Veterans Affairs under the *Pension Act*, the *Civilian War Pensions and Allowances Act* and the *War Veterans Allowance Act* respectively, as well as other related statutes. The Board also interprets this legislation and is the final appeal level within Veterans Affairs.

Canadian Pension Commission

The Commission's primary function is to adjudicate claims under the *Pension Act* for death and disability that are a result of military service. It is also responsible for hearing appeals on pension entitlement and pension assessment at the Entitlement Board or Assessment Board level. As well, the Commission awards additional pension benefits on behalf of dependants and, upon a pensioner's death, to eligible survivors.

The Commission also considers claims under Parts I to X of the *Civilian War Pensions and Allowances Act*, the *Royal Canadian Mounted Police Superannuation Act*, the *Pension Continuation Act*, the Flying Accident Compensation Regulations, the *Halifax Relief Commission Pension Continuation Act* and certain other acts, orders and regulations. It also authorizes monetary grants which accompany certain gallantry awards, and administers trust funds established by private individuals for the benefit of veterans.

Bureau of Pensions Advocates

The Bureau of Pensions Advocates provides a complete, independent and free legal aid service to persons seeking to establish claims under the *Pension Act*, the *Civilian War Pensions and Allowances Act* and allied statutes and orders, or to persons making an appeal under the *War Veterans Allowance Act*. This service is provided by professional advocates from 20 district offices across Canada.

Access Procedures

Requests for personal information under the *Privacy Act* should be addressed to:

Access to Information and Privacy Co-ordinator Portfolio
Veterans Affairs
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
(902) 566-8567

PERSONAL INFORMATION BANKS — GENERAL PUBLIC

Department of Veterans Affairs

VAC/P-PU-005
Counselling, Rehabilitation, Sheltered Employment, Burial and Trust Fund Benefits, Estates Information

This bank contains personal information concerning counselling, rehabilitation, sheltered employment opportunities, burial benefits, trust fund and benevolent fund assistance and estate information. The purpose of this bank is to provide, under the *Veterans Affairs Act*, the *Pension Act*, the *Veterans Appeal Board Act*, the *Civilian War Pensions and Allowances Act*, the Vetcraft Shops Regulations, the Veterans Burial Regulations, the Guardianship of Veterans Property Regulations, the Veterans Estates Regulations, the *Army Benevolent Fund Act*, the Last Post Fund and the *Veterans Rehabilitation Act*, details concerning the counselling, rehabilitation, sheltered employment opportunities, burial benefits, trust fund and benevolent fund assistance and estate information pertaining to certain former members of the armed forces who served in World Wars I, II, the United Nations operations in Korea and in peacetime. Also, for Newfoundland Veterans, records are kept with respect to estates for the period of 1943 to 1949. Information in this bank is occasionally provided to the Public Trustee/Estate Administrator for administration of estates, or to funeral directors for payment purposes. Details of financial status at the time of death, service particulars and date of birth are given to Last Post Fund representatives in order that funeral and burial assistance may be provided.

VAC/P-PU-010
Educational Assistance

The information in this bank concerns educational assistance available to eligible veterans and their dependants. The purpose of this bank is to provide, under the *Veterans Rehabilitation Act*, *Children of the War Dead (Educational Assistance) Act*, Children of the War Dead (Educational Assistance) Regulations and the Pensioners Training Regulations details relating to educational assistance available to persons who served in the armed forces and their dependants.

VAC/P-PU-015
Immediate Post-Discharge Benefits

The purpose of this bank is to provide, under the *War Service Grants Act* and Regulations, information on War Service Gratuities, Re-establishment Credits and other immediate post-discharge benefits available to persons who served in the armed forces and paramilitary bodies in World War II and/or the United Nations operations in Korea. Also, ledgers are kept dating from 1945 and listing. Re-establishment Credits given to Newfoundland veterans.

VAC/P-PU-016
Institutional Care

This bank contains information on health care benefits provided to veterans and other qualified individuals who are or have been patients in present or former departmental hospitals, veterans homes and contract institutions. This information relates to persons who served in the armed forces during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World

War II and other persons (such as federal prisoners and RCMP Officers) who have received treatment in a present or former departmental facility. The purpose of this bank is to provide, under the *Veterans Affairs Act*, Veterans Treatment Regulations and Veterans Care Regulations, information on health care benefits provided to war veterans and other qualified persons who receive institutional care. Some of this information may have been copied to head office and regional office files. This bank, however, represents a complete account of treatment received which is organized by and must be accessed by the institution. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefits; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; or the members of a provincial legislative body acting in the interest of the individual. The information is disclosed to members of Parliament acting in the interest of the individual. As well, information provided may be shared with Blue Cross in Atlantic Canada and Greenshields Prepaid Services in Ontario for the administration of medical benefits.

VAC/P-PU-020
Health Services (Non-pension Related)

This bank contains information on health care benefits and treatments provided to veterans and other qualified individuals for illness or non-pensionable disability. This information relates to persons who served in the armed forces during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II and other persons who have received departmentally sponsored treatment and health care benefits. The purpose of this bank is to provide, under the *Veterans Affairs Act*, Veterans Treatment Regulations and Veterans Care Regulations, information on health benefits provided to war veterans and other qualified persons for illness or disability not related to any pensionable disability. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals, or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of Parliament acting in the interest of the individual. Information may also be shared with Blue Cross in Atlantic Canada and with Greenshield Prepaid Services in Ontario for the administration of medical benefits.

VAC/P-PU-025
Payment of Short Term Allowances

This bank contains information about short term allowances payable to eligible veterans. The purpose of this bank is to provide, under the *Veterans Affairs Act*, information concerning the payment of short term allowances for service in World War II and/or the U.N. operations in Korea, during periods of unemployment, temporary incapacity and while awaiting returns from business.

VAC/P-PU-030
Treatment of a Pensioned Condition

This bank contains information on health care benefits and treatment for a pensionable disability. This information relates to those persons who hold entitlement to a disability pension as a result of a decision of the Canadian Pension Commission or the Veterans Appeal Board. The purpose of this bank is to provide, under the *Veterans Affairs Act*, Veterans Care Regulations and the Veterans Treatment Regulations, information concerning medical treatment and related benefits for a pensionable disability resulting from service in the armed forces, in specified civilian organizations and, in the case of a federal government employee, for a disability resulting from an accident during a non-scheduled air flight. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of Parliament acting in the interest of the individual. Some information may be given to the administration of foreign governments for the purpose of administering treatment for a pensioned condition, if the individual concerned resides in a foreign country. Information may also be shared with Blue Cross in Atlantic Canada and with Greenshield Prepaid Services in Ontario for the administration of medical benefits.

VAC/P-PU-035
Veterans Life Insurance

This bank contains information required for the provision and administration of veterans life insurance programs. The purpose of this bank is to provide, under the *Veterans Insurance Act*, the Veterans Insurance Regulations, the *Returned Soldiers Insurance Act*, and the Returned Soldiers' Insurance Regulations, information required in identifying eligible veterans, certain civilian personnel or widows of veterans who contracted for life insurance under the provisions of the Acts listed above. Information in this bank is shared with beneficiaries of policy holders and with the administrator/executor of the estate of a deceased policy holder or beneficiary for the purpose of administering his/her estate. It may also be shared with the Department of Insurance (Revenue Canada) and with the Quebec Ministry of Finance for federal and provincial taxation purposes.

VAC/P-PU-040
War Veterans Allowance/Civilian War Allowances

This bank contains information concerning the payment of War Veterans Allowance and Civilian War Allowance. This information relates to those persons who served in the armed forces and as members of paramilitary bodies during World Wars I, II and/or the United Nations operations in Korea. The information also relates to members of the Newfoundland Overseas Forestry Unit who served during the First World War and to members of the Merchant Navy who served during both world wars. The authorization for this bank comes under the *War Veterans Allowance Act*, Veterans Allowance Regulations, and *Civilian War Pensions and Allowances Act*, Part XI. Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of Parliament acting in the interest of the individual. Information is also shared with the Department of National Health and Welfare and the Department of National Revenue (Taxation) for income verification purposes.

VAC/P-PU-045

Assistance Fund

This bank contains information on the provision of single cash grants to persons who meet the eligibility criteria and who require a grant to meet an extreme emergency situation. This information relates only to those persons who are in receipt of the War Veterans Allowance or Civilian War Allowance. The purpose of this bank is to provide information concerning the payment of single cash grants. The authorization for this bank comes under the *Department of Veterans Affairs Act*, Assistance Fund Regulations and *War Veterans Allowance Act*. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/ financial benefit; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of Parliament acting in the interest of the individual.

VAC/P-PU-056

Veterans Independence Program

This bank contains information about the services and benefits relating to healthy, independent living provided to individual veterans through the Veterans Independence Program. This information relates to persons who served in the Armed Forces during the First and Second World Wars and the United Nations operations in Korea who are eligible for services and benefits under the Veterans Independence Program. The purpose of this bank is to provide, under the *Veterans Affairs Act* and Veterans Care Regulations, information on benefits and services provided to war veterans in order to assist them to remain healthy and independent in their own homes or communities. Medical information is shared with health care professionals contracted by Veterans Affairs to provide medical services under the Veterans Independence Program.

VAC/P-PU-060

Eligibility, Property Purchase and Sale, and Construction

Data in this bank include veterans' applications, inter-office memoranda, owners' offers to sell, legal documentation and correspondence regarding acquisition of title, veterans' agreements of sale, and construction contracts and related documentation. The information relates to veterans established under the *Soldier Settlement Act* and the *Veterans Land Act*. The purpose of this bank is to provide, under the *Soldier Settlement Act* and the *Veterans Land Act* and Regulations, details concerning the eligibility of a veteran for financial assistance, the appraisal and acquisition of property and the improvement thereon of existing buildings and/or construction of new buildings and the agreements of sale covering resale of such properties to the veteran purchaser.

VAC/P-PU-065

Property Sales and Other Dispositions

Data in this bank include legal documents, survey plans and descriptions, authority for dispositions, such as Orders-in-Council or ministerial approval and, where applicable, tendering documentation, as well as correspondence and inter-office memoranda. The information relates to veterans established under the *Soldier Settlement Act* and the *Veterans Land Act*. The purpose of this bank is to provide information on sales, granting of easements, gas and oil leases, rights of way, etc., related to properties acquired by the director under the *Veterans Land Act* and Regulations.

VAC/P-PU-070

Contractual Obligations

Data in this bank include correspondence, internal memoranda and reports, as well as absentee and rescission documentation. The information relates to veterans established under the *Veterans Land Act*. The purpose of this bank is to monitor, under the *Veterans Land Act* and Regulations, payments, taxes, insurance, property maintenance and the residence or operation, as per the contractual agreement made between the veteran and the director.

VAC/P-PU-075

Devolution of Estates

Data in this bank include legal and other correspondence, inter-office memoranda and reports, as well as Surrogate or Probate Court documents. Information relates to the estates of deceased veterans who were established under the *Soldier Settlement Act* and the *Veterans Land Act*. The purpose of this bank is to identify, under the *Veterans Land Act* and Regulations, those individuals entitled to inherit the agreement of sale of the deceased veteran. Information in this bank may be given to the public trustee or estate administrator for the purposes of estate administration.

VAC/P-PU-085

Client Database

This is a computerized data bank containing information relating to veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits. Data include names, addresses, service numbers, benefits received and additional information required to provide service to the client. The information relates to veterans, their spouses and dependants who were or are now in receipt of benefits payable under the *War Veterans Allowance Act*, the *Civilian War Pensions and Allowances Act*, the *Pension Act* the *Compensation for Former Prisoners of War Act*, the Flying Accidents Compensation Regulations, the Gallantry Gratuity and Annuity Order and the *Halifax Relief Commission Pension Continuation Act*. The databases are maintained to assist Veterans Affairs in responding effectively to client needs. Information in this bank is shared with Supply and Services Canada for cheque issuance purposes and occasionally with the Auditor General's Office for audit purposes.

VAC/P-PU-100

Personal Information Requests

This bank contains personal information request forms and letters sent by individuals requesting access to their files under the *Privacy Act*, as well as correspondence, requests for extensions and advisory notes concerning exemptions under the Act. The information relates to Canadians who have applied to Veterans Affairs under the *Privacy Act* during the past two years to receive copies of or to view their personal records. The purpose of this bank is to process personal information requests and to make such statistical reports as are required by the legislation. In addition, the Access to Information and Privacy Co-ordinator maintains files containing requests for access under paragraphs 8(2)(*a*)-(*e*), 8(2) (*g*) - (*i*) and 8(2)(*l*) of the *Privacy Act* for the use of the Privacy Commissioner.

VAC/P-PU-105

Nursing Assistants' Transcripts (New)

Description: This bank contains personal information concerning participants in a departmental training course for nursing assistants.

Class of Individuals: Individuals who participated in departmental training courses at Camp Hill Hospital, Sunnybrook Hospital or Queen Mary Veterans Hospital for accreditation as a nursing assistant.

Purpose: The purpose of this bank is to provide proof of accreditation for nursing assistants who participated in training courses in some departmental institutions. This training took place prior to the transfer of control of the institutions to the provinces in which they are located.
Retention and Disposal Standards: To be established.
Related to COR: VAC/MVA-903
TBS Registration Number: 002281

VAC/P-PU-110
Honours and Awards (New)
Description: This bank contains personal information on veterans of the First and Second World Wars who have never made a claim for the service medals to which they are entitled. This bank also contains ledgers and nominal rolls for Newfoundland veterans.
Class of Individuals: Persons who served in the armed forces during the First and Second World Wars and Newfoundland veterans who served in the Royal Navy, Royal Airforce or the Merchant Marines during World War II.
Purpose: The purpose of the bank is to identify those individuals who are entitled to service medals that have not been issued, and others who have applied for, and/or received medals or copies of medals.
Retention and Disposal Standards: For veterans or others who have made a claim for medals, all information including correspondence is retained for a period of six months, at which time the records are forwarded to the National Archives of Canada for inclusion in the veteran's service record.
Related to COR: VAC/MVA-903
TBS Registration Number: 002280

Associated Agencies

Veterans Appeal Board

VAC/P-PU-080
Veterans Appeal Board Appeals

This bank was established to store material relating to appeals made to the Veterans Appeal Board and the disposition thereof. It contains correspondence, notices, case summaries, documentary evidence, submissions, medical information and decisions, all related to the consideration and disposition of appeals filed before the Veterans Appeal Board. The information relates to individuals who have served in any of the Canadian Forces (or, in some cases, Allied Forces), certain civilians defined in the Acts mentioned below and their dependants. The purpose of this bank is to provide the Veterans Appeal Board with pertinent information to assist in the disposition of appeals against decisions of the Canadian Pension Commission and the Department of Veterans Affairs made under the *Pension Act*, the *Civilian War Pensions and Allowances Act*, *Compensation for Former Prisoners of War Act*, Flying Accidents Compensation Regulations, Gallantry Gratuity and Annuity Order, the *Royal Canadian Mounted Police Superannuation Act* and the *Royal Canadian Mounted Police Pension Continuation Act*. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals, or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of the Parliament of Canada acting in the interest of the individual. The information is also used occasionally to support other claims of a similar nature.

VAC/P-PU-095
Individual Case Summaries

Data in this bank include a person's name, service number, reason for application to the former War Veterans Allowance Board and a summary of the pertinent facts of the case, including options for the Board's consideration. The personal information contained in this bank relates to individuals who were dissatisfied with the decisions of the departmental adjudicators made under the *War Veterans Allowance Act* and the *Civilian War Pensions and Allowances Act*, Part XI. The purpose of this bank is to retain all case summaries, prepared by the staff of the Board to summarize the facts of each appeal, for reference purposes. These summaries date from 1981 to September 1987, when the War Veterans Allowance Board amalgamated with the Pension Review Board to form the new Veterans Appeal Board.

Canadian Pension Commission

VAC/P-PU-050
Pensions Under the Halifax Relief Commission Pension Continuation Act

This bank contains personal, medical and social characteristics of those individuals whose injuries were registered with the Halifax Relief Commission following the explosion of December 6, 1917. The purpose is to maintain a record of persons injured in the Halifax explosion in order to administer pension payments and consider claims for pensions under the *Halifax Relief Commission Pension Continuation Act*.

VAC/P-PU-055
Pensions and Compensation

The data in this bank may be held in written or recorded form and include addresses, personal characteristics, regimental numbers, pension numbers, summaries of service medical records, information on dependants, applications for benefits, records of hearings, decisions at all levels of adjudication, benefits awarded, pension payment inquiries and related correspondence of the individuals concerned. These individuals are those who have served in any of the Canadian Forces (or, in some cases, Allied Forces), certain civilians defined in the Acts mentioned below and their dependants. Also, for Newfoundland veterans who, prior to 1949, received pension from the British Government, the following information is maintained: entitlement ledgers, medical registers and nominal rolls. The purpose of the bank is to retain the documents required for making decisions on pensions, compensation and grants for applicants under the *Pension Act*, Flying Accident Compensation Regulations, *Civilian War Pensions and Allowances Act* (Parts I to X), Gallantry Gratuity and Annuity Order, the *Royal Canadian Mounted Police Superannuation Act*, the *Royal Canadian Mounted Police Pension Continuation Act* and the *Special Operators War Services Benefits Act*. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of Parliament acting in the interest of the individual. Where a pension recipient is residing in a foreign country, the information in this bank may also be given to the administration of foreign governments for the purpose of administering pensions. In addition, it is used occasionally to support other claims of a similar nature.

Bureau of Pensions Advocates

VAC/P-PU-090
Legal Services for Pension Applicants and Allowance Appellants

The bank contains correspondence, notices, documentary evidence, submissions, forms relating to the initiation of claims, the searching of records, the identification of evidence, the counselling of applicants and the preparation and presentation of claims to the Canadian Pension Commission, entitlement boards of the Commission and the Veterans Appeal Board. Some items of information in this bank are subject to solicitor-client privilege, under section 11.1(2) of the *Pension Act*. The material is used for the preparation and presentation of claims. The class of individuals to whom the personal information bank relates is: Veterans of World War I, World War II, the Korean War, members of the Royal Canadian Mounted Police, members of the Canadian Armed Forces and their widows and dependants. The purpose of this bank is to provide information used by the Bureau in providing free legal service to persons seeking to establish claims under the *Pension Act*, the *Civilian War Pensions and Allowances Act, Compensation for Former Prisoners of War Act, War Veterans Allowance Act*, Flying Accidents Compensation Regulations, Gallantry Gratuity and Annuity Order the *Royal Canadian Mounted Police Superannuation Act* and the *Royal Canadian Mounted Police Pension Continuation Act*. Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified medical practitioners, health professionals, or social agencies established or accredited by federal or provincial law to provide adequately a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to members of the Parliament of Canada acting in the interest of the individual. The information is also used occasionally to support other claims of a similar nature.

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Veterans Affairs and the associated agencies, namely the Veterans Appeal Board, the Canadian Pension Commission and the Bureau of Pensions Advocates, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquiries, complaints and general correspondence stored as part of the general subject files and not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

PERSONAL INFORMATION BANKS — FEDERAL EMPLOYEES

The Department of Veterans Affairs, the Veterans Appeal Board, the Canadian Pension Commission and the Bureau of Pensions Advocates are grouped together in the employee information banks section, as they share personnel and administrative services.

Please address requests for formal access to:

Access to Information and Privacy Co-ordinator
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

STANDARD BANKS

The following banks are located at Headquarters and in the regions.

VAC/P-SE-901
Employee Personnel Record
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001560

VAC/P-SE-902
Staffing
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001561

VAC/P-SE-903
Attendance and Leave
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001562

VAC/P-SE-904
Pay and Benefits
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001563

VAC/P-SE-905
Training and Development
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001564

VAC/P-SE-906
Official Languages
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001565

VAC/P-SE-907
Occupational Safety and Health
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001566

VAC/P-SE-908
Vehicle, Ship, Boat and Aircraft Accidents
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001567

VAC/P-SE-909
Security Clearances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001568

VAC/P-SE-910
Grievances
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001569

VAC/P-SE-911
Discipline
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001570

VAC/P-SE-912
Performance Reviews and Employee Appraisals
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001571

VAC/P-SE-913
Travel and Relocation
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001572

VAC/P-SE-914
Parking
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001573

VAC/P-SE-915
Conflict of Interest and Post-Employment Code
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001574

P-SE-916
Employee Assistance
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001575

VAC/P-SE-917
Identification and Building-Pass Cards
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001576

VAC/P-SE-918
Affirmative Action Program
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001577

VAC/P-SE-919
Personal Harassment
See Standard Bank Descriptions (Section II).
PAC# = 85-001
TBS Registration Number: 001578

YUKON TERRITORY WATER BOARD

Chapter 106

YUKON TERRITORY WATER BOARD

Overall Responsibilities

The Yukon Territory Water Board is a nine member quasi-judicial body appointed by and responsible to the Minister of Indian Affairs and Northern Development. Its responsibility is to manage and protect the Yukon's surface and sub-surface water resources.

Water Use Licences are issued for hard rock mining, hydropower generation, municipal use in some cases, placer gold mining and other industrial purposes. A licence application received by the Board is reviewed at a public hearing which is advertised in the Canada Gazette and the local newspapers. At the hearing, the applicant presents his case before the Board; in addition, members of the public who have submitted a written Notice of Intention to Intervene before the hearing, may present arguments for or against the issuance of a licence to the applicant.

If no intervenors come forward before the date set for the public hearing, it may be cancelled. The Board considers the application without public input, and a licence is either issued or denied. A licence drafted by the Board generally contains terms and conditions which reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. The licence is then sent to the Minister whose signature renders it legally effective.

The Regional Manager Water Resources, Yukon Region, Department of Indian Affairs and Northern Development enforces the terms and conditions of Water Use Licences. The manager and his staff may also serve as technical advisors to the Board.

Access Procedures

Formal requests under the *Privacy Act* should be addressed to:

Chairman
Yukon Territory Water Board
302-4114 Fourth Avenue
Whitehorse, Yukon
Y1A 4N7
(403) 668-4884

V. CROSS-REFERENCE INDEX OF NEW AND FORMER IDENTIFIERS

PERSONAL INFORMATION BANKS CROSS-REFERENCE

1987 Number	1988 Number
BOC/P-PE-801	BOC/P-PE-840
BOC/P-PE-802	BOC/P-PE-841
BOC/P-PE-803	BOC/P-PE-822
BOC/P-PE-804	BOC/P-PE-815
BOC/P-PE-805	BOC/P-PE-817
BOC/P-SE-901	BOC/P-PE-810
BOC/P-SE-903	BOC/P-PE-821
BOC/P-SE-904	BOC/P-PE-820
BOC/P-SE-905	BOC/P-PE-825
BOC/P-SE-906	BOC/P-PE-826
BOC/P-SE-907	BOC/P-PE-830
BOC/P-SE-907	BOC/P-PE-831
BOC/P-SE-909	BOC/P-PE-816
BOC/P-SE-911	BOC/P-PE-835
BOC/P-SE-911	BOC/P-PE-836
BOC/P-SE-914	BOC/P-PE-842
BOC/P-SE-917	BOC/P-PE-816
BOC/P-SE-919	BOC/P-PE-837
CCC/P-PE-801	CCC/P-SE-915
CCC/P-PE-802	CCC/P-SE-901
CLF/P-SE-901	CLF/P-PE-801
CMH/P-SE-917	CMH/P-PE-810
CMH/P-SE-918	CMH/P-PE-809
CRT/P-SE 916	CRT/P-PE-801
CTC/P-PU-005	NTA/P-PU-005
CTC/P-PU-010	NTA/P-PU-010
CTC/P-PU-015	NTA/P-PU-015
CTC/P-PU-020	NTA/P-PU-020
CTC/P-PU-025	NTA/P-PU-025
CTC/P-PU-030	NTA/P-PU-030
CTC/P-PU-035	NTA/P-PU-035
CTC/P-PU-038	NTA/P-PU-038
CTC/P-PU-040	NTA/P-PU-040
CTC/P-PU-045	NTA/P-PU-045
CTC/P-SE-901	NTA/P-SE-901
CTC/P-SE-902	NTA/P-SE-902
CTC/P-SE-903	NTA/P-SE-903
CTC/P-SE-904	NTA/P-SE-904
CTC/P-SE-905	NTA/P-SE-905
CTC/P-SE-906	NTA/P-SE-906
CTC/P-SE-907	NTA/P-SE-907
CTC/P-SE-908	NTA/P-SE-908
CTC/P-SE-909	NTA/P-SE-909
CTC/P-SE-910	NTA/P-SE-910
CTC/P-SE-911	NTA/P-SE-911
CTC/P-SE-912	NTA/P-SE-912
CTC/P-SE-913	NTA/P-SE-913
CTC/P-SE-914	NTA/P-SE-914
CTC/P-SE-915	NTA/P-SE-915
CTC/P-SE-916	NTA/P-SE-916
CTC/P-SE-917	NTA/P-SE-917
CTC/P-SE-918	NTA/P-SE-918
CTC/P-SE-919	NTA/P-SE-919
DEA/P-SE-905	DEA/P-PE-806
DOA/P-SE-913	DOA/P-PE-815
DOA/P-SE-914	DOA/P-PE-816
DOA/P-SE-918	DOA/P-PE-818
DOC/P-SE-912	DOC/P-PE-802
DOC/P-SE-916	DOC/P-PE-803
DOT/P-PE-806	DOT/P-SE-901
DOT/P-PE-806	DOT/P-SE-901
EDC/P-SE-913	EDC/P-PE-811
INS/P-PU-005	SFI/P-PU-005
INS/P-PU-010	SFI/P-PU-010
INS/P-SE-901	SFI/P-SE-901
INS/P-SE-902	SFI/P-SE-902
INS/P-SE-903	SFI/P-SE-903
INS/P-SE-904	SFI/P-SE-904
INS/P-SE-905	SFI/P-SE-905
INS/P-SE-906	SFI/P-SE-906
INS/P-SE-907	SFI/P-SE-907
INS/P-SE-908	SFI/P-SE-908
INS/P-SE-909	SFI/P-SE-909
INS/P-SE-910	SFI/P-SE-910
INS/P-SE-911	SFI/P-SE-911
INS/P-SE-912	SFI/P-SE-912
INS/P-SE-913	SFI/P-SE-913
INS/P-SE-914	SFI/P-SE-914
INS/P-SE-915	SFI/P-SE-915
INS/P-SE-916	SFI/P-SE-916
INS/P-SE-917	SFI/P-SE-917
NHW/P-PU-265	NHW/P-PU-036
NRC/P-SE-912	NRC/P-PE-803
NRC/P-SE-915	NRC/P-PE-801
NRC/P-SE-918	NRC/P-PE-802
PSC/P[illegible]	PSC/P-CE-760
PSC/P-SE-901	PSC/P-PE-807
PSC/P-SE-903	PSC/P-PE-808
PSC/P-SE-904	PSC/P-PE-809
PSC/P-SE-905	PSC/P-PE-810
PSC/P-SE-906	PSC/P-PE-811
PSC/P-SE-912	PSC/P-PE-812
PSC/P-SE-918	PSC/P-PE-813
RCM/P-SE-902	RCM/P-PE-804
RCM/P-SE-903	RCM/P-PE-805
RCM/P-SE-906	RCM/P-PE-806
RCM/P-SE-910	RCM/P-PE-807
RCM/P-SE-911	RCM/P-PE-808
RCM/P-SE-912	RCM/P-PE-809
SHR/P-SE-902	SHR/P-PE-802
SSC/P-PE-913	SSC/P-PE-804
SSC/P-SE-914	SSC/P-PE-802
SSC/P-SE-917	SSC/P-PE-803